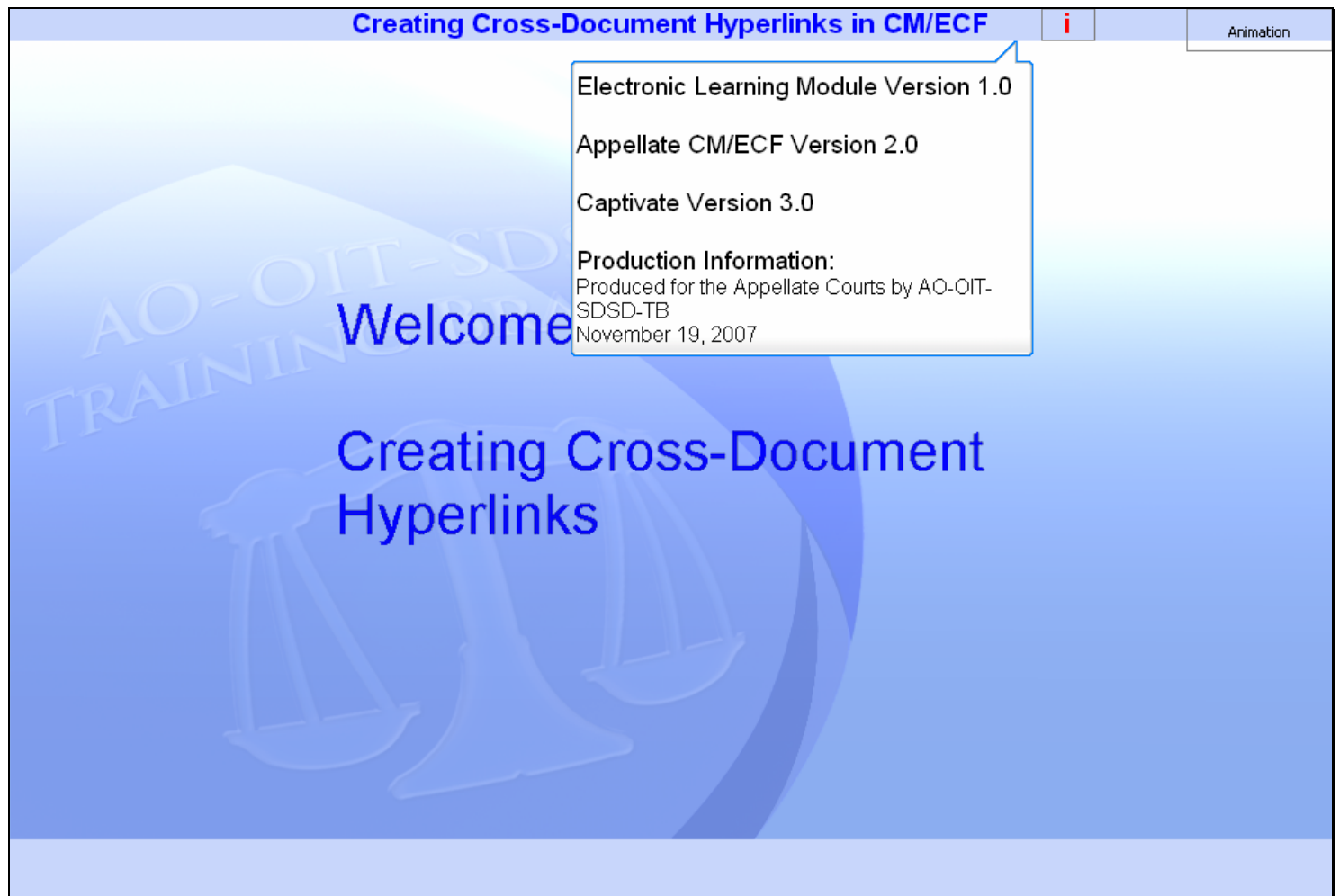


Slide 1 - Welcome

The slide has a blue gradient background with a faint watermark of a scale of justice and the text "AO-OIT-SD TRAINING". The title "Creating Cross-Document Hyperlinks in CM/ECF" is at the top in blue. Below it, the word "Welcome" is in large blue font. A white box with a blue border contains version information and production details. A small "i" icon and an "Animation" tab are in the top right corner.

Creating Cross-Document Hyperlinks in CM/ECF

Electronic Learning Module Version 1.0
Appellate CM/ECF Version 2.0
Captivate Version 3.0

Production Information:
Produced for the Appellate Courts by AO-OIT-SDSD-TB
November 19, 2007

Welcome

Creating Cross-Document Hyperlinks

Slide notes

Welcome to the lesson on creating cross-document hyperlinks. The purpose of this lesson is to show you how to create hyperlinks to CM/ECF documents within other documents.

Slide 2 - Navigation**Navigation Instructions**

In order to closely simulate the various applications, each screen in this lesson will contain instructions for you to follow that mimic the actual software. Follow those instructions to progress through the lesson.

You may also use the playback controls at the bottom of each screen. You may move forward or back and you may rewind to the beginning of the lesson. You can also drag the progress indicator bar forward or back through the lesson. The playback controls include a pause/play button. If you pause the lesson, click the button again to resume.

There is also a menu on each page in the upper left corner. If you move your mouse over the word **MENU**, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

These CM/ECF lesson modules also have a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

For version information about this lesson module, roll your mouse over the "i" in the heading.

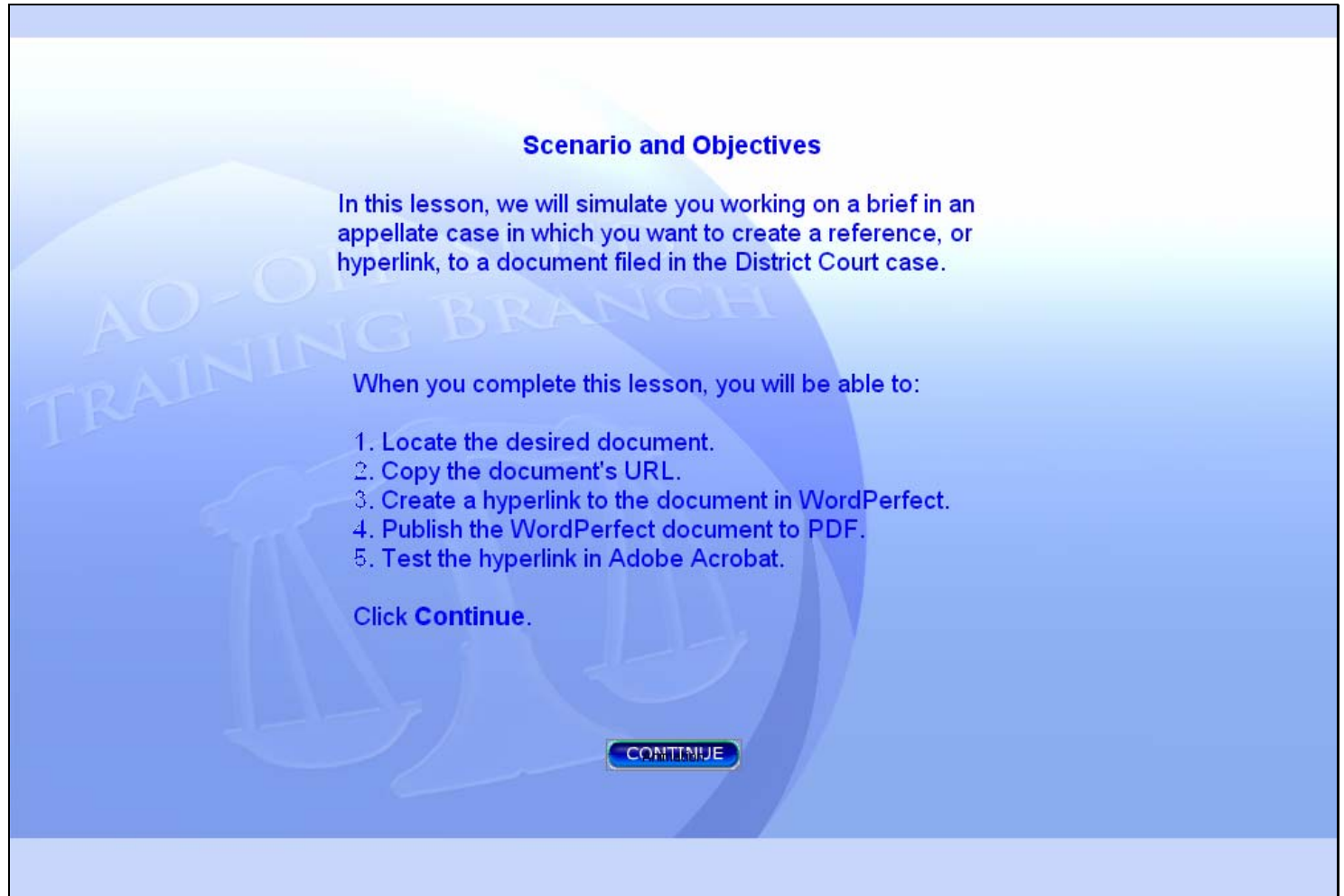
To exit the lesson, click the X in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.

Click the **Start** button when you're ready.

**Slide notes**

Here are the instructions on how to navigate through this electronic learning module.

When you're ready to begin, click the Start button.

Slide 3 - ObjectivesThe slide has a light blue background with a large, faint watermark of a scale of justice and the text "AO-ONE TRAINING BRANCH". The title "Scenario and Objectives" is centered at the top in a bold, dark blue font. Below the title, the text "In this lesson, we will simulate you working on a brief in an appellate case in which you want to create a reference, or hyperlink, to a document filed in the District Court case." is displayed in a dark blue font. This is followed by the text "When you complete this lesson, you will be able to:" and a numbered list of five objectives. At the bottom, the text "Click Continue." is shown, and a "CONTINUE" button is centered below it.

Scenario and Objectives

In this lesson, we will simulate you working on a brief in an appellate case in which you want to create a reference, or hyperlink, to a document filed in the District Court case.

When you complete this lesson, you will be able to:

1. Locate the desired document.
2. Copy the document's URL.
3. Create a hyperlink to the document in WordPerfect.
4. Publish the WordPerfect document to PDF.
5. Test the hyperlink in Adobe Acrobat.

Click **Continue**.

CONTINUE

Slide notes

The situation we will simulate in this lesson is you working on a brief in WordPerfect for your appellate case in which you want to create a reference, or a hyperlink, to a Memorandum and Order previously filed in the District Court.

The process in this lesson will entail five major steps. First, we'll locate the document we want to create a hyperlink to by running a docket report for the case in the Eastern District of Missouri's CM/ECF application. When we find it, we'll copy the document's address (called the URL, or Uniform Resource Locator) to the Windows clipboard. Next, we'll open our brief in WordPerfect and add a hyperlink to the already filed District Court document. Then we'll publish the WordPerfect document to PDF so it will be ready to file in CM/ECF. Once it's published to PDF, we'll open the PDF file and test the hyperlink to make sure it links to the document we want to reference.

Click Continue when you're ready.

Slide 4 - Locate the Desired Document



Slide notes

(Note: This is a transition slide.)

Slide 5 - Docket Report

MOED - CM/ECF (LIVE) - Docket Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address https://ecf.moed.uscourts.gov/cgi-bin/DktRpt.pl?105588850264401-L_923_0-1 Go

APPEAL, FULLCON

U.S. District Court
Eastern District of Missouri (LIVE) (St. Louis)
CIVIL DOCKET FOR CASE #: 4:05-cv-00698-TCM

Coffman et al v. Blunt et al
Assigned to: Mag Judge Thomas C. Mummert, III
Cause: 42:1983 Civil Rights Act

Date Filed: 04/29/2005
Jury Demand: None
Nature of Suit: 440 Civil Rights: Other
Jurisdiction: Federal Question

Plaintiff
Larry Coffman

represented by **Larry Coffman**
Missouri Department of Mental Health
Missouri Sexual Offender Treatment Center
1016 W. Columbia
Farmington, MO 63640
PRO SE

Plaintiff
Theodore Ginnery

represented by **Theodore Ginnery**
#38326
MSOTC

Press Page Down key.

Done Internet

Slide notes

We've already logged in to PACER and run the docket report for the District Court case. The document we want to refer to in our brief is document number 9 in this case. To get down to document number 9, press the Page Down key on your keyboard several times.

Slide 6 - Slide 6

MOED - CM/ECF (LIVE) - Docket Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Address https://ecf.moed.uscourts.gov/cgi-bin/DktRpt.pl?105588850264401-L_923_0-1 Go

Theodore Ginnery

represented by **Theodore Ginnery**
#38326
MSOTC
Missouri Sexual Offender Treatment Center
1016 W. Columbia
Farmington, MO 63640
PRO SE

V.

Defendant

Matt Blunt
TERMINATED: 03/15/2006

Press **Page Down** key.

Gail Vasterling
ATTORNEY GENERAL OF MISSOURI
Assistant Attorney General
221 W. High Street
P.O. Box 899
Jefferson City, MO 65102-0899
573-751-3321
Fax: 573-751-8796
Email: gail.vasterling@ago.mo.gov
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

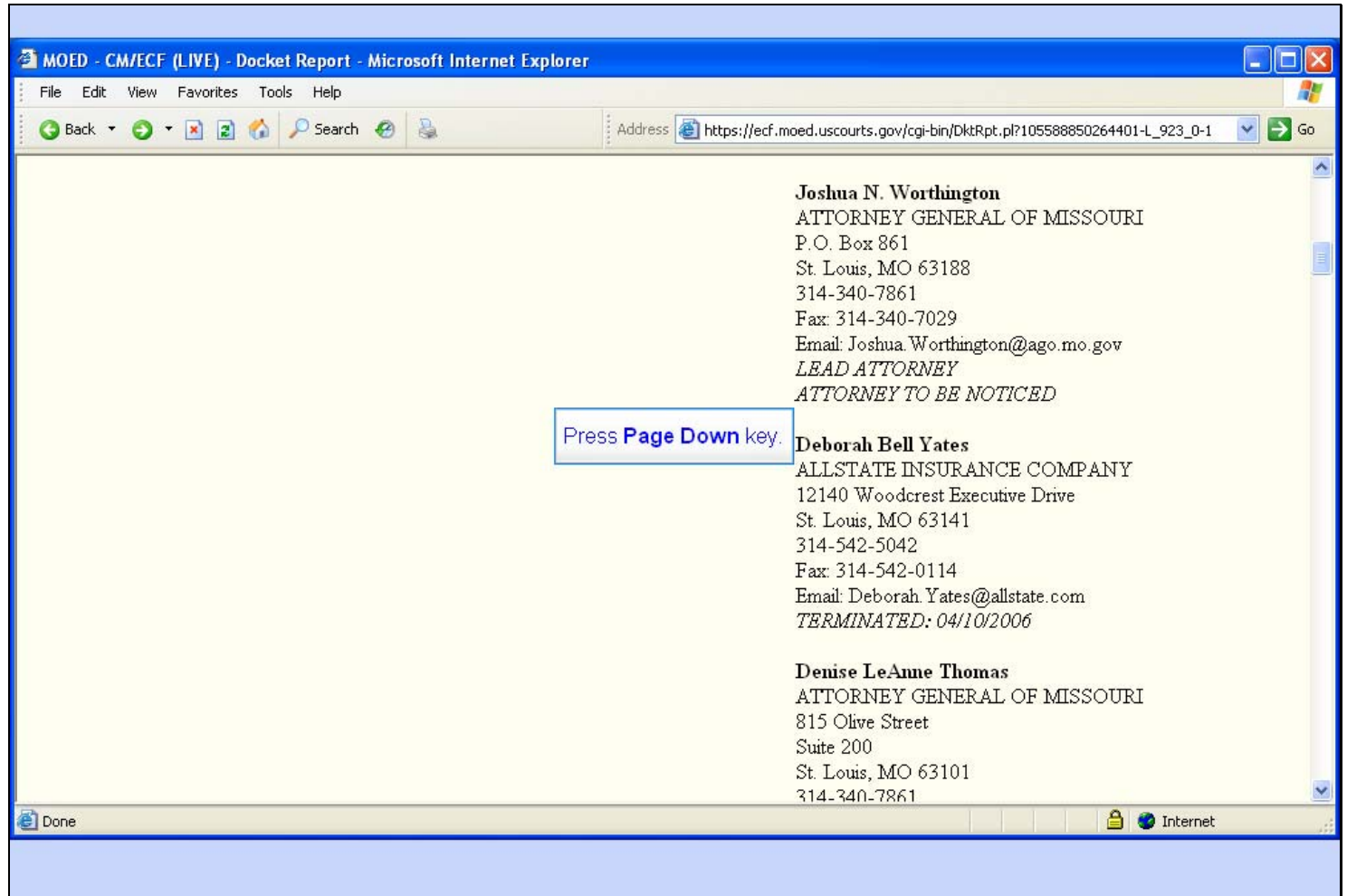
Joshua N. Worthington
ATTORNEY GENERAL OF MISSOURI

Done Internet

Slide notes

(Note: This is a transition slide.)

Slide 7 - Slide 7



Slide notes

(Note: This is a transition slide.)

Slide 8 - Slide 8

MOED - CM/ECF (LIVE) - Docket Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search

Address https://ecf.moed.uscourts.gov/cgi-bin/DktRpt.pl?105588850264401-L_923_0-1 Go

815 Olive Street
Suite 200
St. Louis, MO 63101
314-340-7861
Fax: 314-340-7029
Email: denise.thomas@ago.mo.gov
TERMINATED: 10/18/2006

Paul C. Evans
ATTORNEY GENERAL OF MISSOURI
P.O. Box 861
St. Louis, MO 63188
314-340-7861
Fax: 314-340-7029
Email: paul.evans@ago.mo.gov
TERMINATED: 10/12/2007

Defendant
Linda Meade

represented by **Joshua N. Worthington**
(See above for address)
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

Deborah Bell Yates
(See above for address)
TERMINATED: 04/10/2006

Press **Page Down** key.

Done Internet

Slide notes

(Note: This is a transition slide.)

Slide 9 - Slide 9

MOED - CM/ECF (LIVE) - Docket Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Address https://ecf.moed.uscourts.gov/cgi-bin/DktRpt.pl?105588850264401-L_923_0-1 Go

Deborah Bell Yates
(See above for address)
TERMINATED: 04/10/2006

Denise LeAnne Thomas
(See above for address)
TERMINATED: 10/18/2006

Lacey R. Searfoss
THOMPSON COBURN
One US. Bank Plaza
St. Louis, Mo 63101
314-552-6316
Fax: 314-552-7316
Email: lsearfoss@thompsoncoburn.com
TERMINATED: 08/18/2006

Paul C. Evans
(See above for address)
TERMINATED: 10/12/2007

Defendant
Jay Englehart

represented by **Joshua N. Worthington**
(See above for address)
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

Press Page Down key.

Done Internet

Slide notes

(Note: This is a transition slide.)

Slide 10 - Slide 10

MOED - CM/ECF (LIVE) - Docket Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address https://ecf.moed.uscourts.gov/cgi-bin/DktRpt.pl?105588850264401-L_923_0-1 Go

Jay Englehart

Alan Blake

Defendant

represented by **Joshua N. Worthington**
(See above for address)
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

Deborah Bell Yates
(See above for address)
TERMINATED: 04/10/2006

Denise LeAnne Thomas
(See above for address)
TERMINATED: 10/18/2006

Lacey R. Searfoss
(See above for address)
TERMINATED: 08/18/2006

Paul C. Evans
(See above for address)
TERMINATED: 10/12/2007

Press Page Down key.

Done Internet

Slide notes

(Note: This is a transition slide.)

Slide 11 - Slide 11

MOED - CM/ECF (LIVE) - Docket Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search

Address https://ecf.moed.uscourts.gov/cgi-bin/DktRpt.pl?105588850264401-L_923_0-1 Go

represented by **Joshua N. Worthington**
(See above for address)
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

Deborah Bell Yates
(See above for address)
TERMINATED: 04/10/2006

Denise LeAnne Thomas
(See above for address)
TERMINATED: 10/18/2006

Lacey R. Searfoss
(See above for address)
TERMINATED: 08/18/2006

Paul C. Evans
(See above for address)
TERMINATED: 10/12/2007

Defendant
John Rosenboom
Dr.

represented by **Joshua N. Worthington**
(See above for address)
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

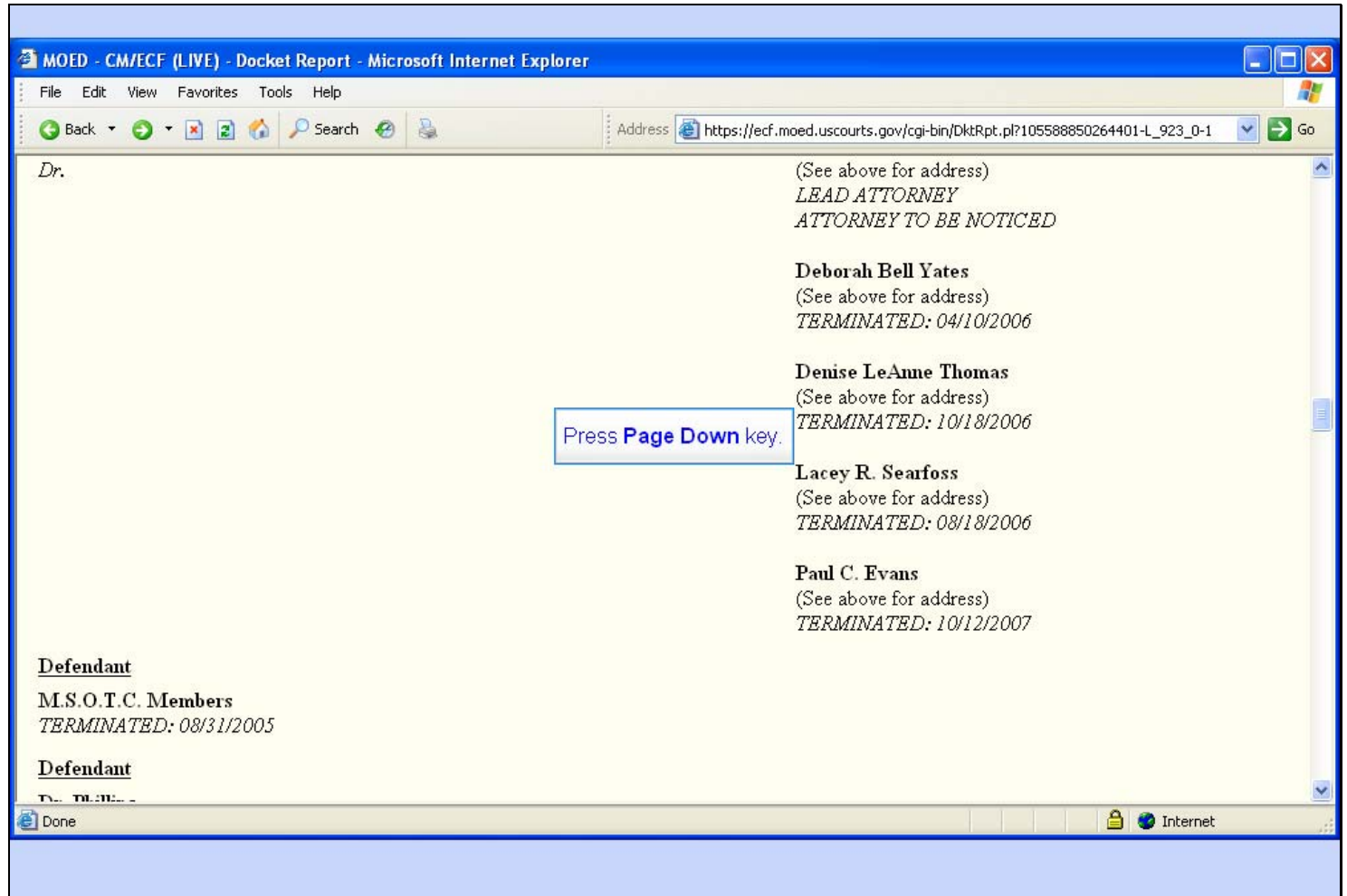
Press Page Down key.

Done Internet

Slide notes

(Note: This is a transition slide.)

Slide 12 - Slide 12



Slide notes

(Note: This is a transition slide.)

Slide 13 - Slide 13

MOED - CM/ECF (LIVE) - Docket Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address https://ecf.moed.uscourts.gov/cgi-bin/DktRpt.pl?105588850264401-L_923_0-1 Go

TERMINATED: 08/31/2005

Defendant
Dr. Phillips
TERMINATED: 08/31/2005

Defendant
Marty Bellew Smith
TERMINATED: 08/31/2005

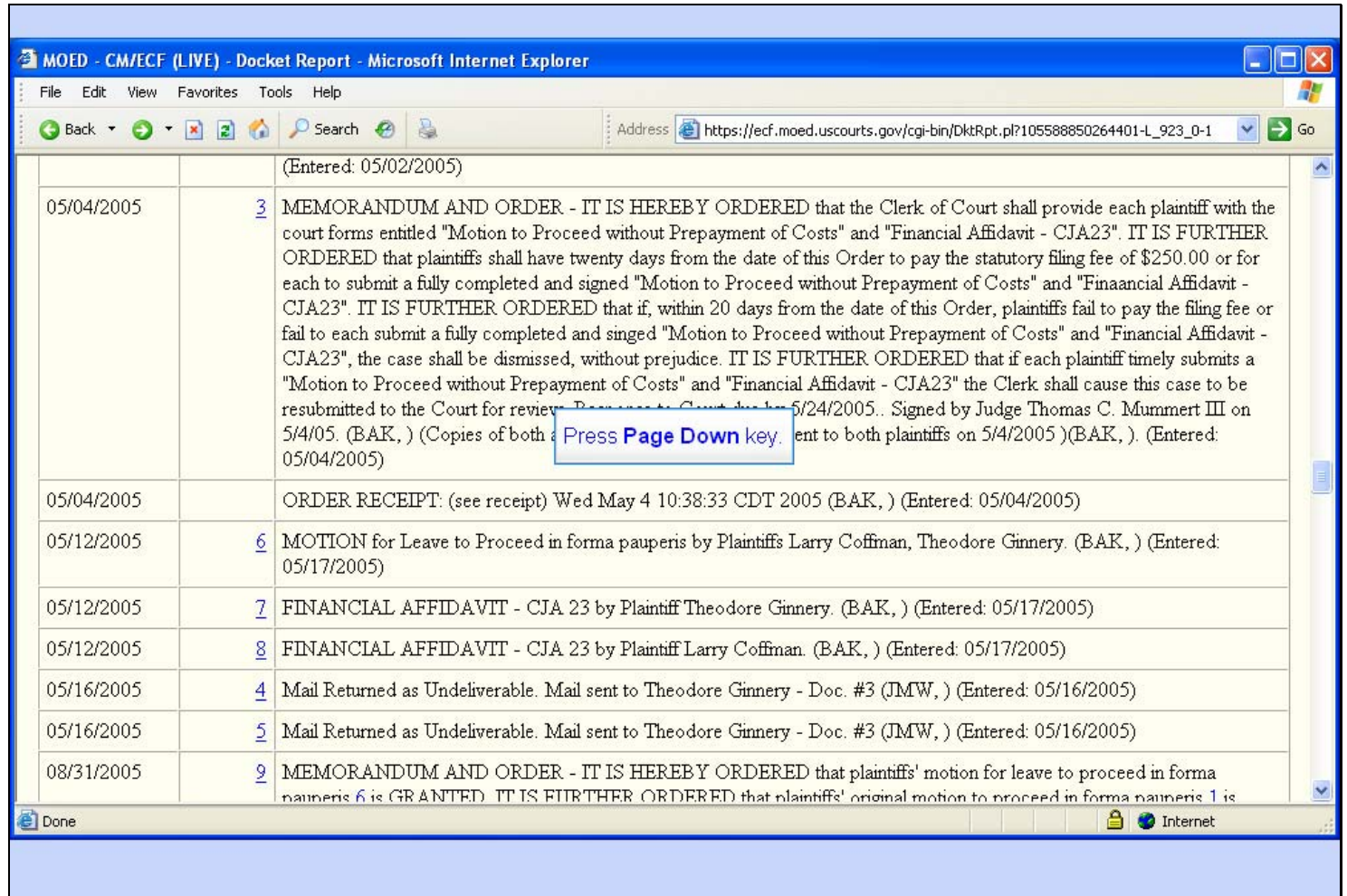
Date Filed	#	Text
04/29/2005	1	MOTION for Leave to Proceed in forma pauperis by Plaintiff Larry Coffman. (CDD,) (Entered: 05/02/2005)
04/29/2005	2	COMPLAINT against defendant Matt Blunt, Linda Meade, Jay Englehart, Alan Blake Jury Demand,, filed by Larry Coffman, Theodore Ginnery. (Attachments: # 1 Exhibit # 2 Civil Cover Sheet # 3 Original Filing Form# 4 Envelope)(CDD,) (Entered: 05/02/2005)
05/02/2005		***Complaint Letter Created. This is to advise you that this office has received and filed your complaint and has assigned it the above-referenced case number. (CDD,) (Entered: 05/02/2005)
05/02/2005		***Complaint Letter Processed (see notice of electronic filing for distribution list) Mon May 2 12:00:59 CDT 2005 (admin,) (Entered: 05/02/2005)
05/04/2005	3	MEMORANDUM AND ORDER - IT IS HEREBY ORDERED that the Clerk of Court shall provide each plaintiff with the court forms entitled "Motion to Proceed without Prepayment of Costs" and "Financial Affidavit - CIA23" IT IS FURTHER

Done Internet

Slide notes

(Note: This is a transition slide.)

Slide 14 - Slide 14



		(Entered: 05/02/2005)
05/04/2005	3	MEMORANDUM AND ORDER - IT IS HEREBY ORDERED that the Clerk of Court shall provide each plaintiff with the court forms entitled "Motion to Proceed without Prepayment of Costs" and "Financial Affidavit - CJA23". IT IS FURTHER ORDERED that plaintiffs shall have twenty days from the date of this Order to pay the statutory filing fee of \$250.00 or for each to submit a fully completed and signed "Motion to Proceed without Prepayment of Costs" and "Finaancial Affidavit - CJA23". IT IS FURTHER ORDERED that if, within 20 days from the date of this Order, plaintiffs fail to pay the filing fee or fail to each submit a fully completed and singed "Motion to Proceed without Prepayment of Costs" and "Financial Affidavit - CJA23", the case shall be dismissed, without prejudice. IT IS FURTHER ORDERED that if each plaintiff timely submits a "Motion to Proceed without Prepayment of Costs" and "Financial Affidavit - CJA23" the Clerk shall cause this case to be resubmitted to the Court for review. Press Page Down key. Resubmitted to Court docket 5/24/2005.. Signed by Judge Thomas C. Mummert III on 5/4/05. (BAK,) (Copies of both a ent to both plaintiffs on 5/4/2005)(BAK,). (Entered: 05/04/2005)
05/04/2005		ORDER RECEIPT: (see receipt) Wed May 4 10:38:33 CDT 2005 (BAK,) (Entered: 05/04/2005)
05/12/2005	6	MOTION for Leave to Proceed in forma pauperis by Plaintiffs Larry Coffman, Theodore Ginnery. (BAK,) (Entered: 05/17/2005)
05/12/2005	7	FINANCIAL AFFIDAVIT - CJA 23 by Plaintiff Theodore Ginnery. (BAK,) (Entered: 05/17/2005)
05/12/2005	8	FINANCIAL AFFIDAVIT - CJA 23 by Plaintiff Larry Coffman. (BAK,) (Entered: 05/17/2005)
05/16/2005	4	Mail Returned as Undeliverable. Mail sent to Theodore Ginnery - Doc. #3 (JMW,) (Entered: 05/16/2005)
05/16/2005	5	Mail Returned as Undeliverable. Mail sent to Theodore Ginnery - Doc. #3 (JMW,) (Entered: 05/16/2005)
08/31/2005	9	MEMORANDUM AND ORDER - IT IS HEREBY ORDERED that plaintiffs' motion for leave to proceed in forma pauperis 6 is GRANTED. IT IS FURTHER ORDERED that plaintiffs' original motion to proceed in forma pauperis 1 is

Slide notes

(Note: This is a transition slide.)

Slide 15 - Slide 15

MOED - CM/ECF (LIVE) - Docket Report - Microsoft Internet Explorer		
File Edit View Favorites Tools Help		
Back Forward Stop Home Search Address https://ecf.moed.uscourts.gov/cgi-bin/DktRpt.pl?105588850264401-L_923_0-1 Go		
05/16/2005	5	Mail Returned as Undeliverable. Mail sent to Theodore Ginnery - Doc. #3 (JMW,) (Entered: 05/16/2005)
08/31/2005	9	MEMORANDUM AND ORDER - IT IS HEREBY ORDERED that plaintiffs' motion for leave to proceed in forma pauperis 6 is GRANTED. IT IS FURTHER ORDERED that plaintiffs' original motion to proceed in forma pauperis 1 is DENIED as moot. IT IS FURTHER ORDERED that, as to plaintiffs' retaliation claims against defendants Matt Blunt, Linda Meade, Jay Englehart, Alan Blake and Dr. John Rosenboom, the Clerk shall issue process or cause process to be issued upon the amended complaint. IT IS FURTHER ORDERED that all remaining claims set forth in the complaint and amended complaint are DISMISSED, without prejudice. IT IS FURTHER ORDERED that, as to defendant Dr. Phillips, Marty Bellew Smith and "All M.S.O.T.C. Members" the Clerk shall not issue process or cause process to issue upon the amended complaint.. Signed by Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		ORDER RECEIPT: (see receipt) Wed Aug 31 14:13:26 CDT 2005 (BAK,) (Entered: 08/31/2005)
08/31/2005	10	ORDER OF PARTIAL DISMISSAL pursuant to 28 U.S.C. 1915(e)(2)(B) without prejudice as to defendant Dr. Phillips, Marty Bellew Smith and "All M.S.O.T.C. Members". Signed by Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		ORDER RECEIPT: (see receipt) Wed Aug 31 14:17:03 CDT 2005 (BAK,) (Entered: 08/31/2005)
09/02/2005		Summons Issued as to defendant John Rosenboom, Matt Blunt, Linda Meade, Jay Englehart, Alan Blake. (BAK,) (Entered: 09/02/2005)
09/26/2005	11	Summons Returned Unexecuted as to Matt Blunt indicating Matt Blunt is not employed by MSOTC. (BDC) (Entered: 09/27/2005)
09/26/2005	12	SUMMONS Returned Executed Jay Englehart served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)
09/26/2005	13	SUMMONS Returned Executed Alan Blake served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)
https://ecf.moed.uscourts.gov/cgi-bin/show_case_doc?9,73385,,,,,32 Internet		

Slide notes

And now we can see document number 9, which is a Memorandum and Order.

Each document that is underlined and in blue in this docket sheet has a unique Internet address. In browser terminology, this address is referred to as a Uniform Resource Locator, or URL. We're going to copy the URL for document number 9 and place it in our brief in WordPerfect.

Slide 16 - Copy the URL



Slide notes

(Note: This is a transition slide.)

Slide 17 - Slide 17

MOED - CM/ECF (LIVE) - Docket Report - Microsoft Internet Explorer		
File Edit View Favorites Tools Help		
Back Forward Stop Home Search Address https://ecf.moed.uscourts.gov/cgi-bin/DktRpt.pl?105588850264401-L_923_0-1 Go		
05/16/2005	5	Mail Returned as Undeliverable. Mail sent to Theodore Ginnery - Doc. #3 (JMW,) (Entered: 05/16/2005)
08/31/2005	9	MEMORANDUM AND ORDER - IT IS HEREBY ORDERED that plaintiffs' motion for leave to proceed in forma pauperis 6 is GRANTED. IT IS FURTHER ORDERED that plaintiffs' original motion to proceed in forma pauperis 1 is DENIED as moot. IT IS FURTHER ORDERED that, as to plaintiffs' retaliation claims against defendants Matt Blunt, Linda Meade, Jay Englehart, Alan Blake and Dr. John Rosenboom, the Clerk shall issue process or cause process to be issued upon the amended complaint. IT IS FURTHER ORDERED that all remaining claims set forth in the complaint and amended complaint are DISMISSED, without prejudice. IT IS FURTHER ORDERED that, as to defendant Dr. Phillips, Marty Bellew Smith and "All M.S.O.T.C. Members" the Clerk shall not issue process or cause process to issue upon the amended complaint. Signed by Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		ORDER RECEIPT: (see receipt) Wed Aug 31 14:13:26 CDT 2005 (BAK,) (Entered: 08/31/2005)
08/31/2005	10	ORDER OF PARTIAL DISMISSAL pursuant to 28 U.S.C. 1915(e)(2)(B) without prejudice as to defendant Dr. Phillips, Marty Bellew Smith and "All M.S.O.T.C. Members". Signed by Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		ORDER RECEIPT: (see receipt) Wed Aug 31 14:17:03 CDT 2005 (BAK,) (Entered: 08/31/2005)
09/02/2005		Summons Issued as to defendant John Rosenboom, Matt Blunt, Linda Meade, Jay Englehart, Alan Blake. (BAK,) (Entered: 09/02/2005)
09/26/2005	11	Summons Returned Unexecuted as to Matt Blunt indicating Matt Blunt is not employed by MSOTC. (BDC) (Entered: 09/27/2005)
09/26/2005	12	SUMMONS Returned Executed Jay Englehart served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)
09/26/2005	13	SUMMONS Returned Executed Alan Blake served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)
https://ecf.moed.uscourts.gov/cgi-bin/show_case_doc?9,73385,,,,,32 Internet		

Slide notes

In order to copy the URL, we need to Right-Click the document number. This right-click will cause the browser to pop up a menu that contains a choice to copy the URL.

Watch the screen and I'll do the right-click for you.

Slide 18 - Slide 18

MOED - CM/ECF (LIVE) - Docket Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Address https://ecf.moed.uscourts.gov/cgi-bin/DktRpt.pl?105588850264401-L_923_0-1 Go

05/16/2005	5	Mail Returned as Undeliverable. Mail sent to Theodore Ginnery - Doc. #3 (JMW,) (Entered: 05/16/2005)
08/31/2005	9	MEMORANDUM AND ORDER - IT IS HEREBY ORDERED that plaintiffs' motion for leave to proceed in forma pauperis 6 is GRANTED. IT IS FURTHER ORDERED that plaintiffs' original motion to proceed in forma pauperis 1 is FURTHER ORDERED that, as to plaintiffs' retaliation claims against defendants Matt Blunt, Linda Blake and Dr. John Rosenboom, the Clerk shall issue process or cause process to be issued. IT IS FURTHER ORDERED that all remaining claims set forth in the complaint and amended complaint are DISMISSED, without prejudice. IT IS FURTHER ORDERED that, as to defendant Dr. Phillips, Marty Bellew Smith and "All M.S.O.T.C. Members" the Clerk shall not issue process or cause process to issue upon the amended complaint. Signed by Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		ORDER RECEIPT: (see receipt) Wed Aug 31 14:13:26 CDT 2005 (BAK,) (Entered: 08/31/2005)
08/31/2005	10	ORDER OF PARTIAL DISMISSAL pursuant to 28 U.S.C. 1915(e)(2)(B) without prejudice as to defendant Dr. Phillips, Marty Bellew Smith and "All M.S.O.T.C. Members". Signed by Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		ORDER RECEIPT: (see receipt) Wed Aug 31 14:17:03 CDT 2005 (BAK,) (Entered: 08/31/2005)
09/02/2005		Summons Issued as to defendant John Rosenboom, Matt Blunt, Linda Meade, Jay Englehart, Alan Blake. (BAK,) (Entered: 09/02/2005)
09/26/2005	11	Summons Returned Unexecuted as to Matt Blunt indicating Matt Blunt is not employed by MSOTC. (BDC) (Entered: 09/27/2005)
09/26/2005	12	SUMMONS Returned Executed Jay Englehart served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)
09/26/2005	13	SUMMONS Returned Executed Alan Blake served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)

https://ecf.moed.uscourts.gov/cgi-bin/show_case_doc?9,73385,,,,,32 Internet

Slide notes

Slide 19 - Slide 19

MOED - CM/ECF (LIVE) - Docket Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Address https://ecf.moed.uscourts.gov/cgi-bin/DktRpt.pl?105588850264401-L_923_0-1 Go

05/16/2005	5	Mail Returned as Undeliverable. Mail sent to Theodore Ginnery - Doc. #3 (JMW,) (Entered: 05/16/2005)
08/31/2005	9	MEMORANDUM AND ORDER - IT IS HEREBY ORDERED that plaintiffs' motion for leave to proceed in forma pauperis 1 is 1 IS FURTHER ORDERED that plaintiffs' original motion to proceed in forma pauperis 1 is 1 IS FURTHER ORDERED that, as to plaintiffs' retaliation claims against defendants Matt Blunt, Linda Alan Blake and Dr. John Rosenboom, the Clerk shall issue process or cause process to be issued 1 complaint. IT IS FURTHER ORDERED that all remaining claims set forth in the complaint and amended 1 SSED, without prejudice. IT IS FURTHER ORDERED that, as to defendant Dr. Phillips, Marty 1 M.S.O.T.C. Members" the Clerk shall not issue process or cause process to issue upon the amended 1 Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		(see receipt) Wed Aug 31 14:13:26 CDT 2005 (BAK,) (Entered: 08/31/2005)
08/31/2005	10	ORDER OF DISMISSAL pursuant to 28 U.S.C. 1915(e)(2)(B) without prejudice as to defendant Dr. Phillips, Marty Bellew Smith and "All M.S.O.T.C. Members". Signed by Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		ORDER RECEIPT: (see receipt) Wed Aug 31 14:17:03 CDT 2005 (BAK,) (Entered: 08/31/2005)
09/02/2005		Summons Issued as to defendant John Rosenboom, Matt Blunt, Linda Meade, Jay Englehart, Alan Blake. (BAK,) (Entered: 09/02/2005)
09/26/2005	11	Summons Returned Unexecuted as to Matt Blunt indicating Matt Blunt is not employed by MSOTC. (BDC) (Entered: 09/27/2005)
09/26/2005	12	SUMMONS Returned Executed Jay Englehart served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)
09/26/2005	13	SUMMONS Returned Executed Alan Blake served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)

https://ecf.moed.uscourts.gov/cgi-bin/show_case_doc?9,73385,,,,,32 Internet

Slide notes

When the browser pops up the menu, notice one of the options is Copy Shortcut. By the way, in this example I'm using Internet Explorer version 6. Other browsers have a similar capability but may use different words.

When you click Copy Shortcut, Windows will copy the URL for document number 9 to its clipboard. Click that option.

Slide 20 - Slide 20

MOED - CM/ECF (LIVE) - Docket Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Address https://ecf.moed.uscourts.gov/cgi-bin/DktRpt.pl?105588850264401-L_923_0-1 Go

05/16/2005	5	Mail Returned as Undeliverable. Mail sent to Theodore Ginnery - Doc. #3 (JMW,) (Entered: 05/16/2005)
08/31/2005	9	MEMORANDUM AND ORDER - IT IS HEREBY ORDERED that plaintiffs' motion for leave to proceed in forma pauperis 1 is 1 IS FURTHER ORDERED that plaintiffs' original motion to proceed in forma pauperis 1 IS FURTHER ORDERED that, as to plaintiffs' retaliation claims against defendants Matt Blunt, Linda Alan Blake and Dr. John Rosenboom, the Clerk shall issue process or cause process to be issued complaint. IT IS FURTHER ORDERED that all remaining claims set forth in the complaint and amended COMPLAINT, without prejudice. IT IS FURTHER ORDERED that, as to defendant Dr. Phillips, Marty "M.S.O.T.C. Members" the Clerk shall not issue process or cause process to issue upon the amended Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		(see receipt) Wed Aug 31 14:13:26 CDT 2005 (BAK,) (Entered: 08/31/2005)
08/31/2005	10	ORDER OF DISMISSAL pursuant to 28 U.S.C. 1915(e)(2)(B) without prejudice as to defendant Dr. Phillips, Marty Bellew Smith and "All M.S.O.T.C. Members". Signed by Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		ORDER RECEIPT: (see receipt) Wed Aug 31 14:17:03 CDT 2005 (BAK,) (Entered: 08/31/2005)
09/02/2005		Summons Issued as to defendant John Rosenboom, Matt Blunt, Linda Meade, Jay Englehart, Alan Blake. (BAK,) (Entered: 09/02/2005)
09/26/2005	11	Summons Returned Unexecuted as to Matt Blunt indicating Matt Blunt is not employed by MSOTC. (BDC) (Entered: 09/27/2005)
09/26/2005	12	SUMMONS Returned Executed Jay Englehart served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)
09/26/2005	13	SUMMONS Returned Executed Alan Blake served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)

Internet

Slide notes

(Note: This is a transition slide.)

Slide 21 - Slide 21

MOED - CM/ECF (LIVE) - Docket Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address <https://ecf.moed.uscourts.gov/cgi-bin/DktRpt.pl?105588850>

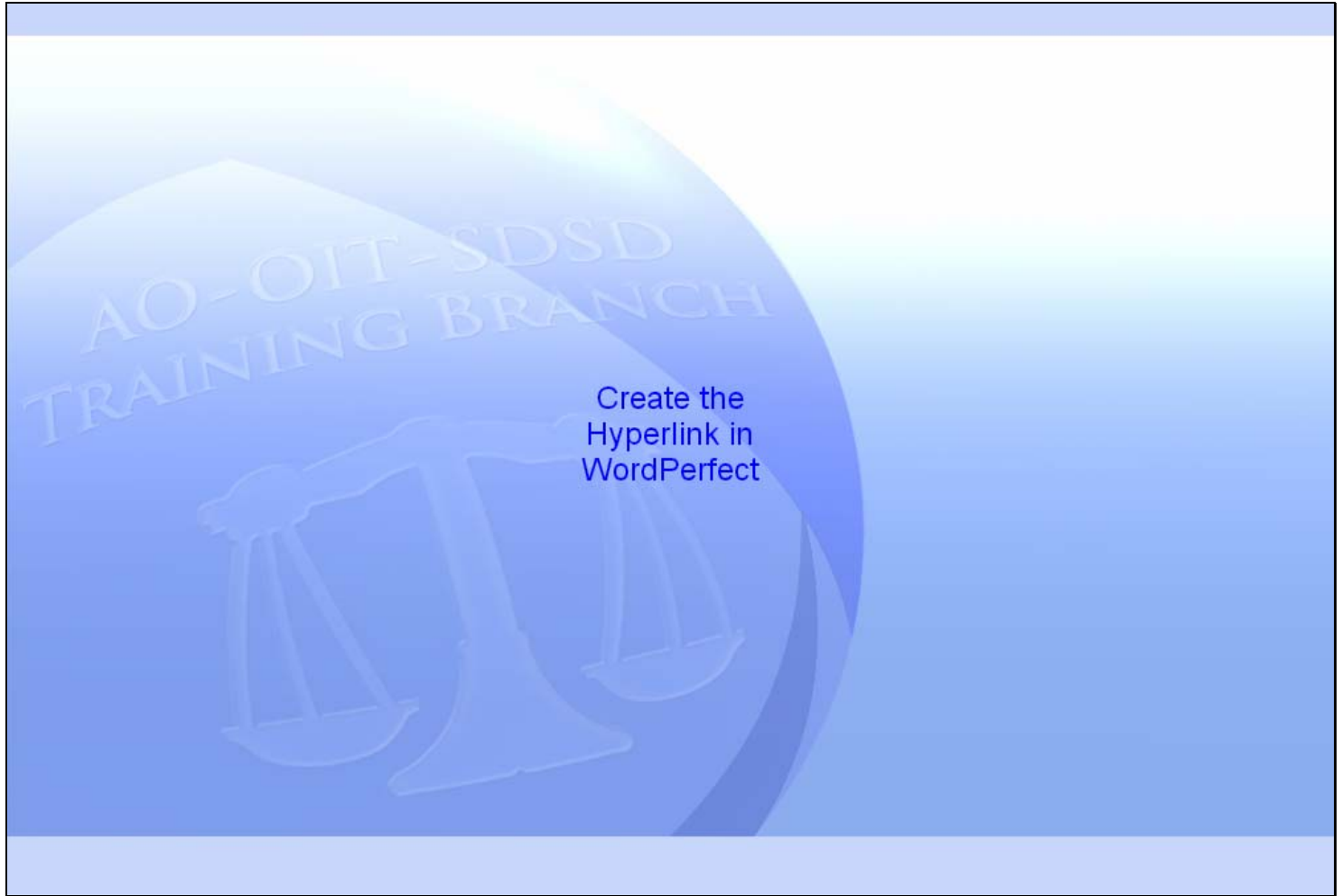
05/16/2005	5	Mail Returned as Undeliverable. Mail sent to Theodore Ginnery - Doc. #3 (JMW,) (Entered: 05/16/2005)
08/31/2005	9	MEMORANDUM AND ORDER - IT IS HEREBY ORDERED that plaintiffs' motion for leave to proceed in forma pauperis 6 is GRANTED. IT IS FURTHER ORDERED that plaintiffs' original motion to proceed in forma pauperis 1 is DENIED as moot. IT IS FURTHER ORDERED that, as to plaintiffs' retaliation claims against defendants Matt Blunt, Linda Meade, Jay Englehart, Alan Blake and Dr. John Rosenboom, the Clerk shall issue process or cause process to be issued upon the amended complaint. IT IS FURTHER ORDERED that all remaining claims set forth in the complaint and amended complaint are DISMISSED, without prejudice. IT IS FURTHER ORDERED that, as to defendant Dr. Phillips, Marty Bellew Smith and "All M.S.O.T.C. Members" the Clerk shall not issue process or cause process to issue upon the amended complaint. Signed by Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		ORDER RECEIPT: (see receipt) Wed Aug 31 14:13:26 CDT 2005 (BAK,) (Entered: 08/31/2005)
08/31/2005	10	ORDER OF PARTIAL DISMISSAL pursuant to 28 U.S.C. 1915(e)(2)(B) without prejudice as to defendant Dr. Phillips, Marty Bellew Smith and "All M.S.O.T.C. Members". Signed by Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		ORDER RECEIPT: (see receipt) Wed Aug 31 14:17:03 CDT 2005 (BAK,) (Entered: 08/31/2005)
09/02/2005		Summons Issued as to defendant John Rosenboom, Matt Blunt, Linda Meade, Jay Englehart, Alan Blake. (BAK,) (Entered: 09/02/2005)
09/26/2005	11	Summons Returned Unexecuted as to Matt Blunt indicating Matt Blunt is not employed by MSOTC. (BDC) (Entered: 09/27/2005)
09/26/2005	12	SUMMONS Returned Executed Jay Englehart served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)
09/26/2005	13	SUMMONS Returned Executed Alan Blake served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)

Close the Docket Report by clicking the X.

Slide notes

Now that Windows has a copy of the URL for document number 9 in its clipboard, we're done with the docket report and we can close the browser's window. Click the close button.

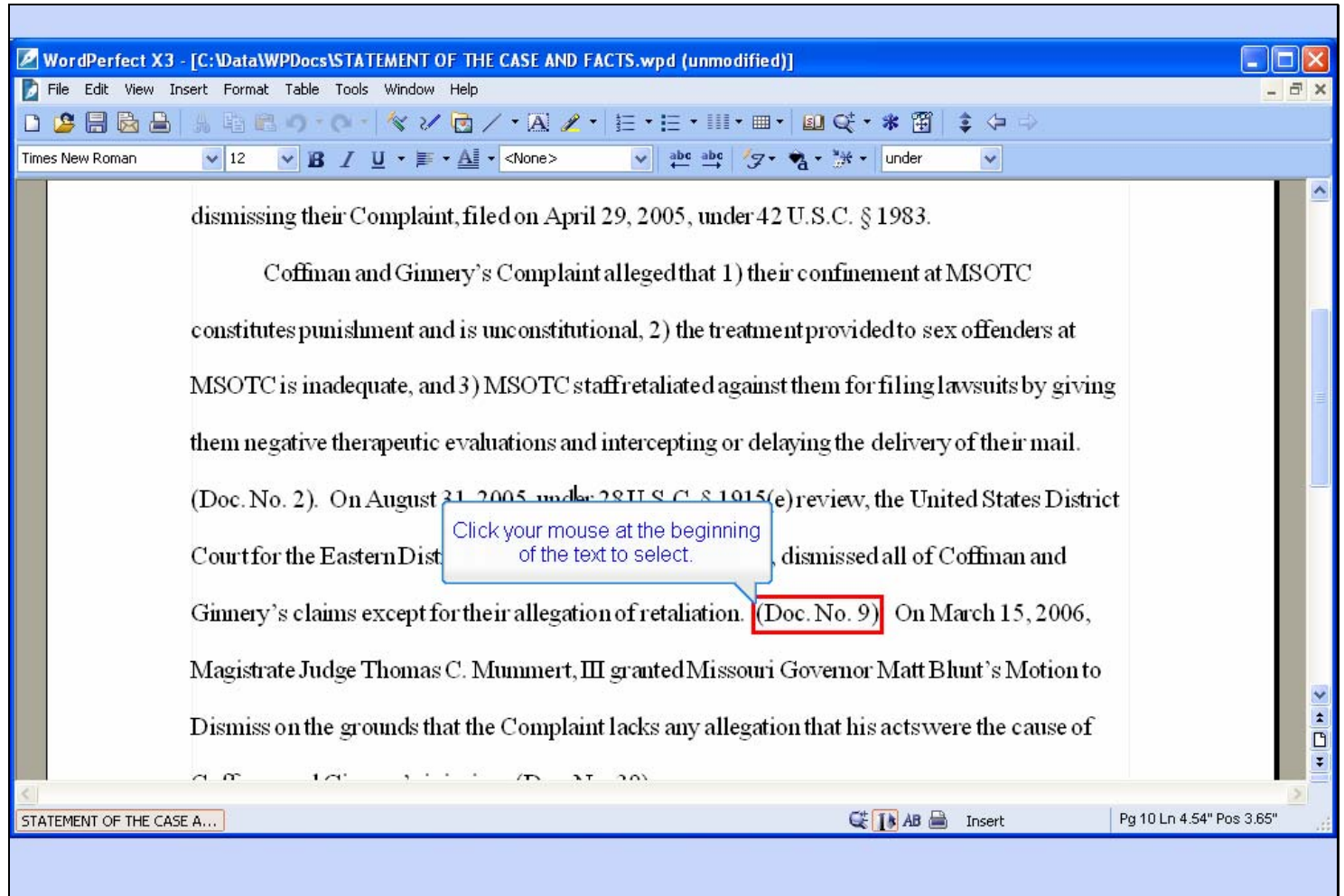
Slide 22 - Create the Hyperlink



Slide notes

(Note: This is a transition slide.)

Slide 23 - WordPerfect



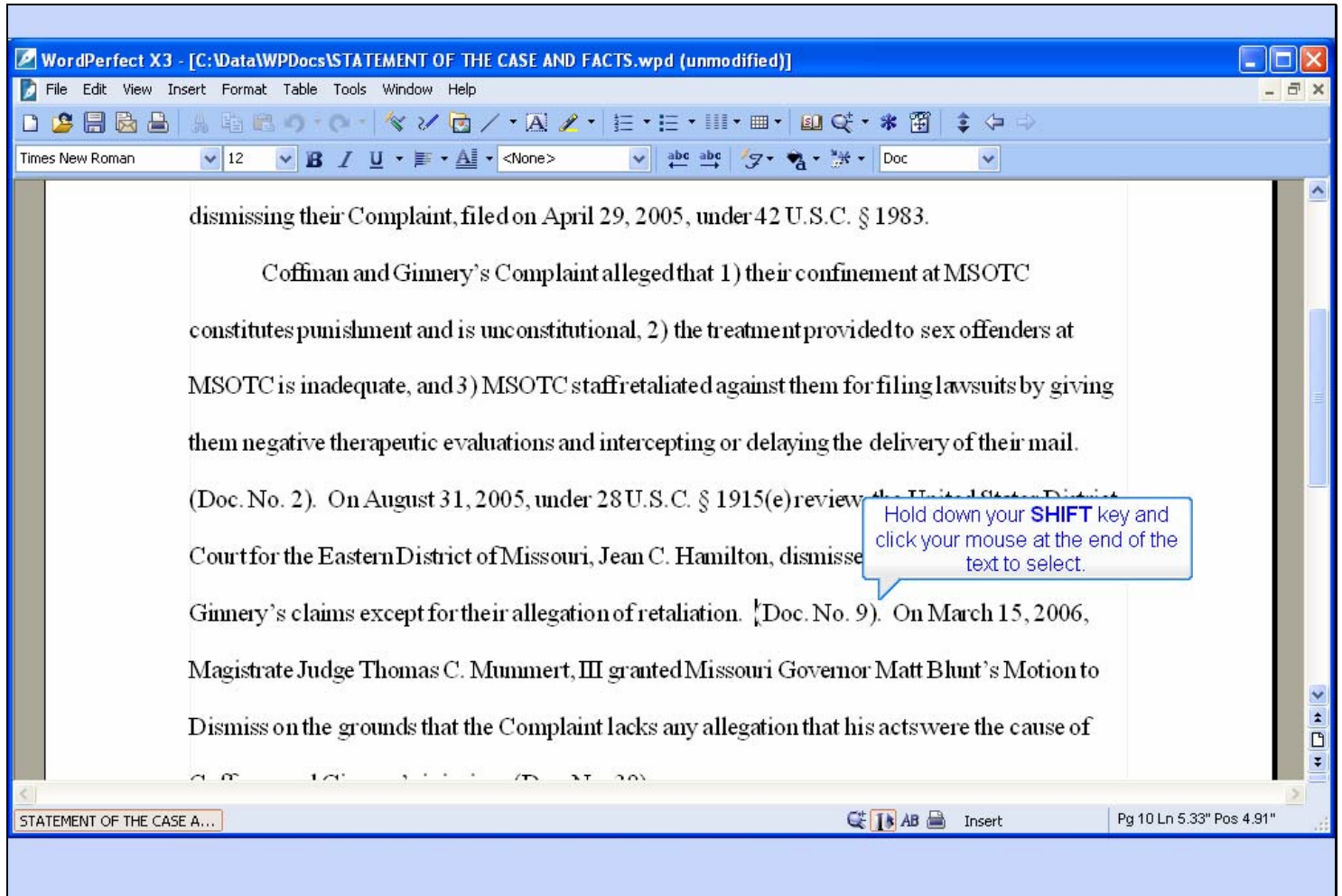
Slide notes

Now we've switched over to WordPerfect and are editing our brief. In this lesson we're using WordPerfect version X3, but previous versions work in a similar way.

In the text of our brief, we refer to document number 9 in the District Court case. In order to make the text Doc. No. 9 into a hyperlink to the actual document, we first must select the text that will become the hyperlink. There are several ways to select text in WordPerfect. We'll use the Click - Shift Click method. This means to click the mouse at the beginning of the text to be selected, then hold down the shift key and click at the end of the text to be selected. All text between the click and the shift click will be selected.

Point your mouse at the beginning of the text to select and click once.

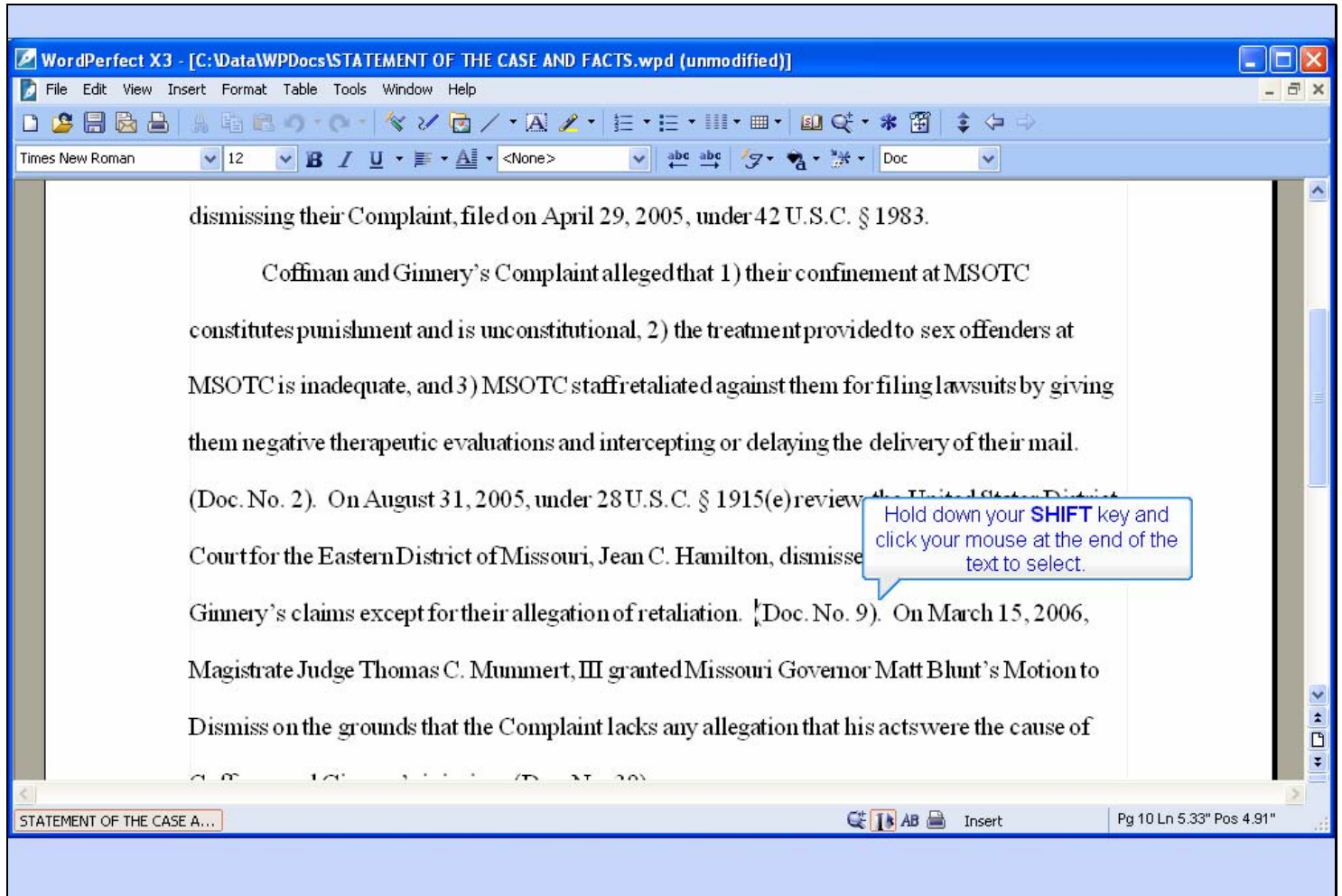
Slide 24 - Slide 24



Slide notes

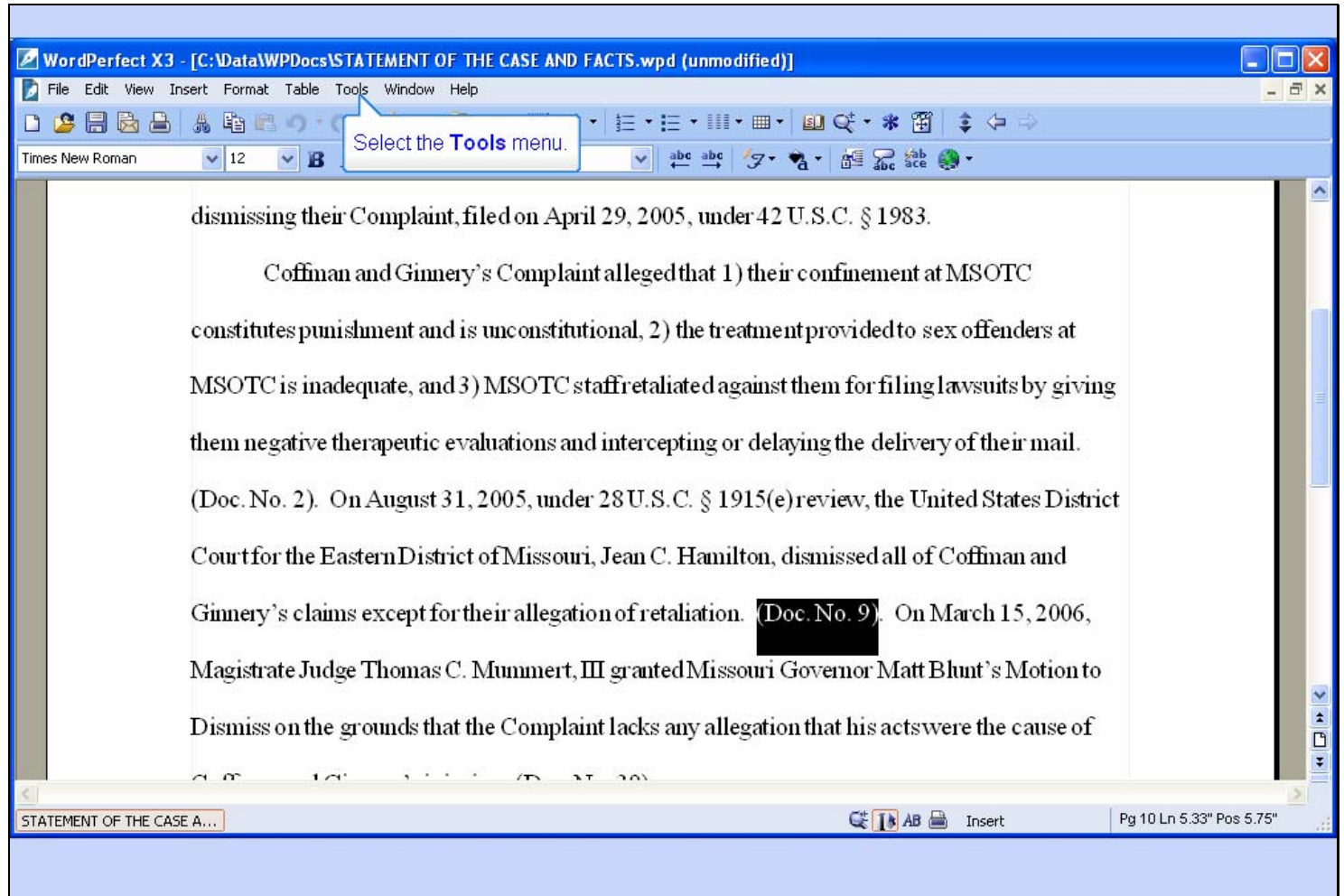
Now hold down the SHIFT key and click once at the end of the desired text.

Slide 25 - Slide 25



Slide notes

Slide 26 - Slide 26

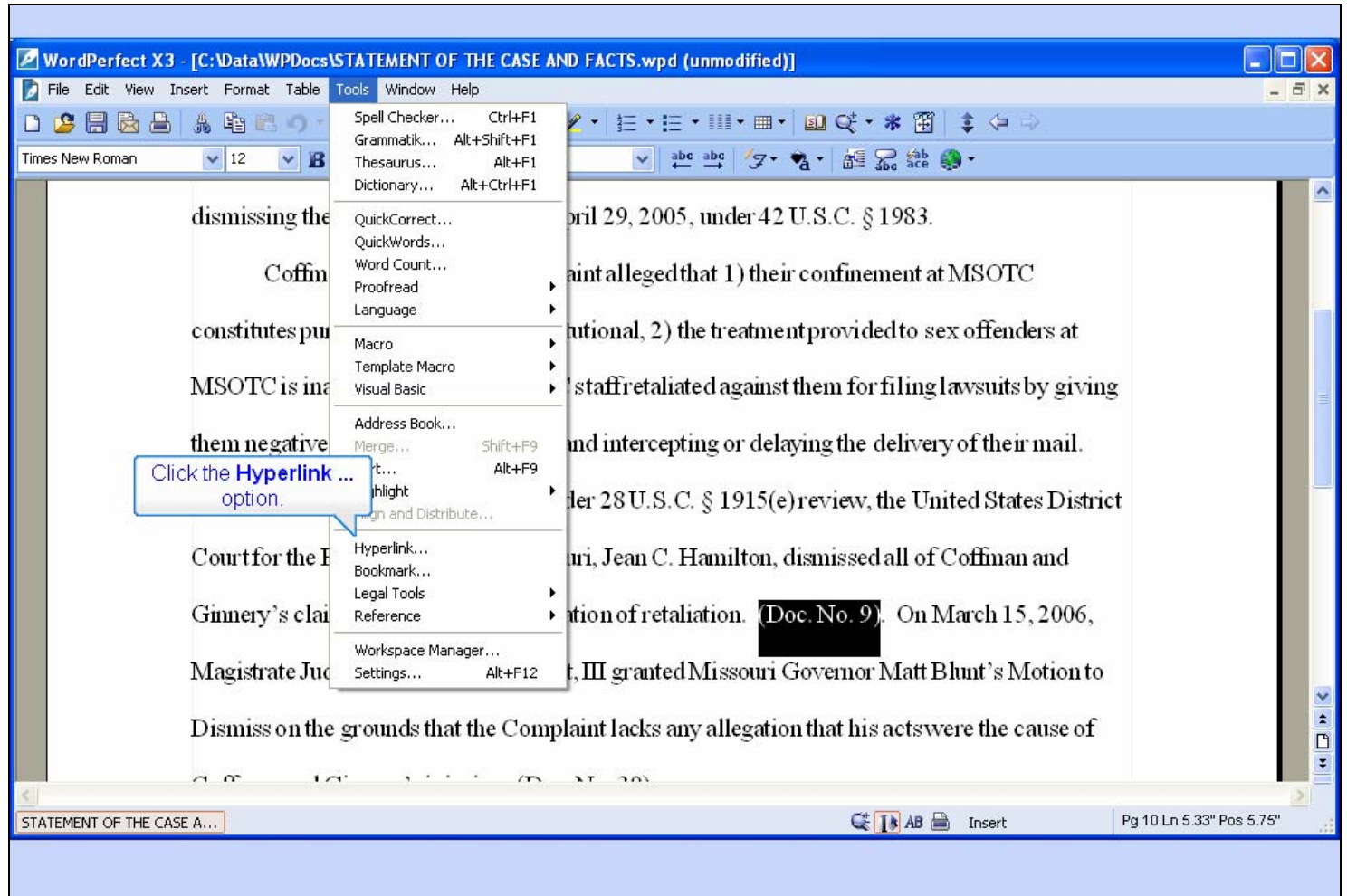


Slide notes

WordPerfect now selects the text.

Now we can tell WordPerfect to create a hyperlink for the selected text. To do so, click the Tools menu item.

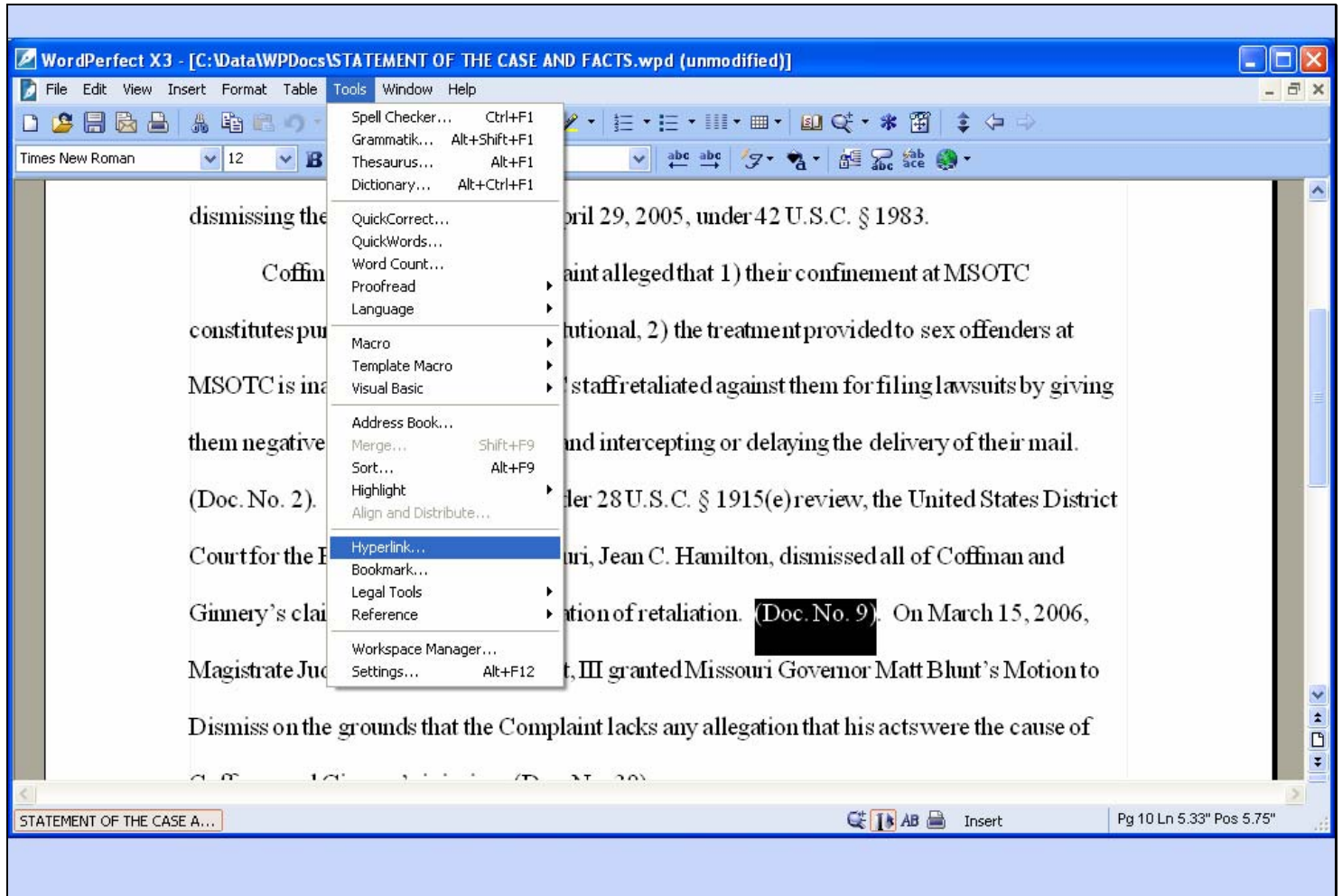
Slide 27 - Slide 27



Slide notes

From the drop-down menu, select Hyperlink ...

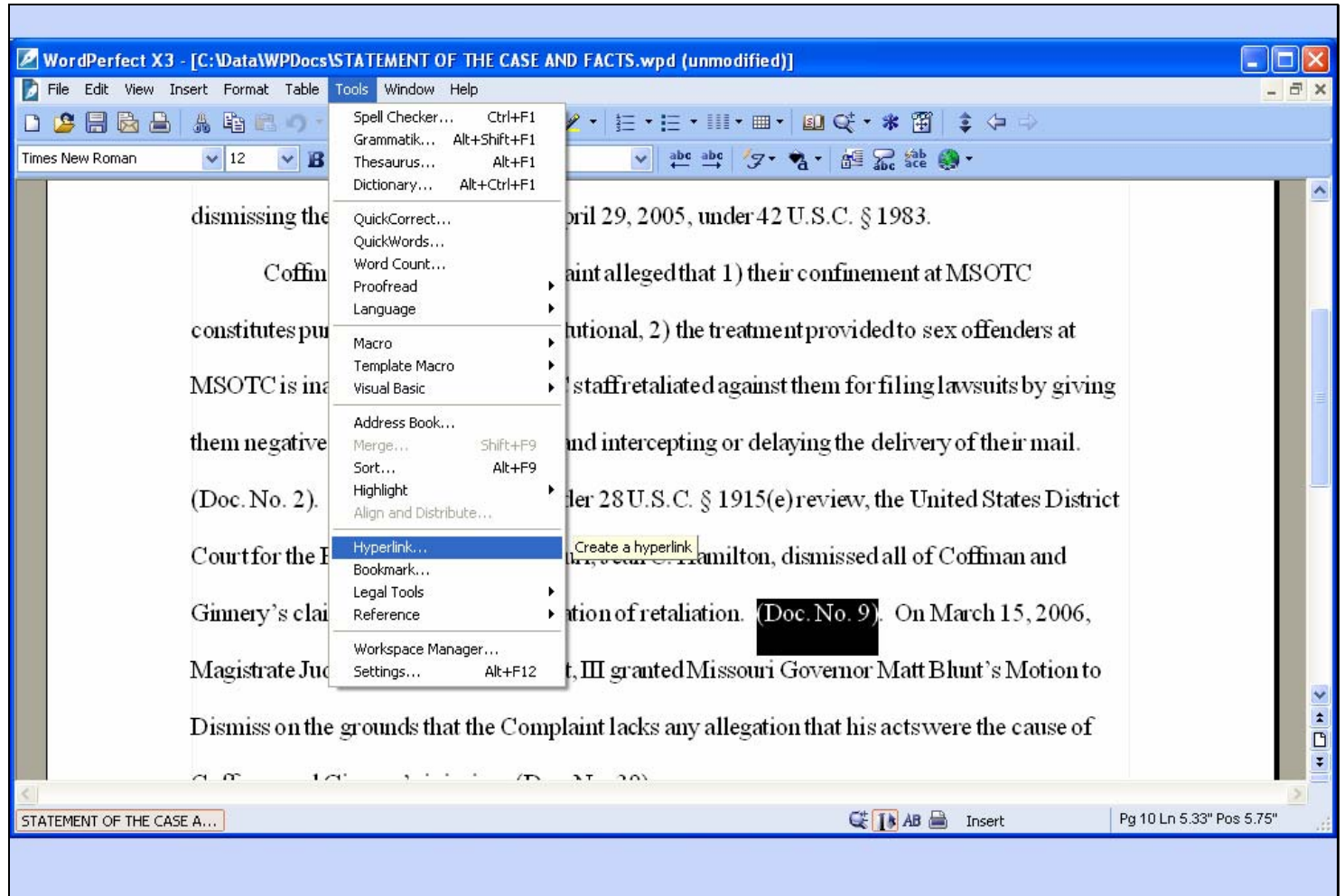
Slide 28 - Slide 28



Slide notes

(Note: This is a transition slide.)

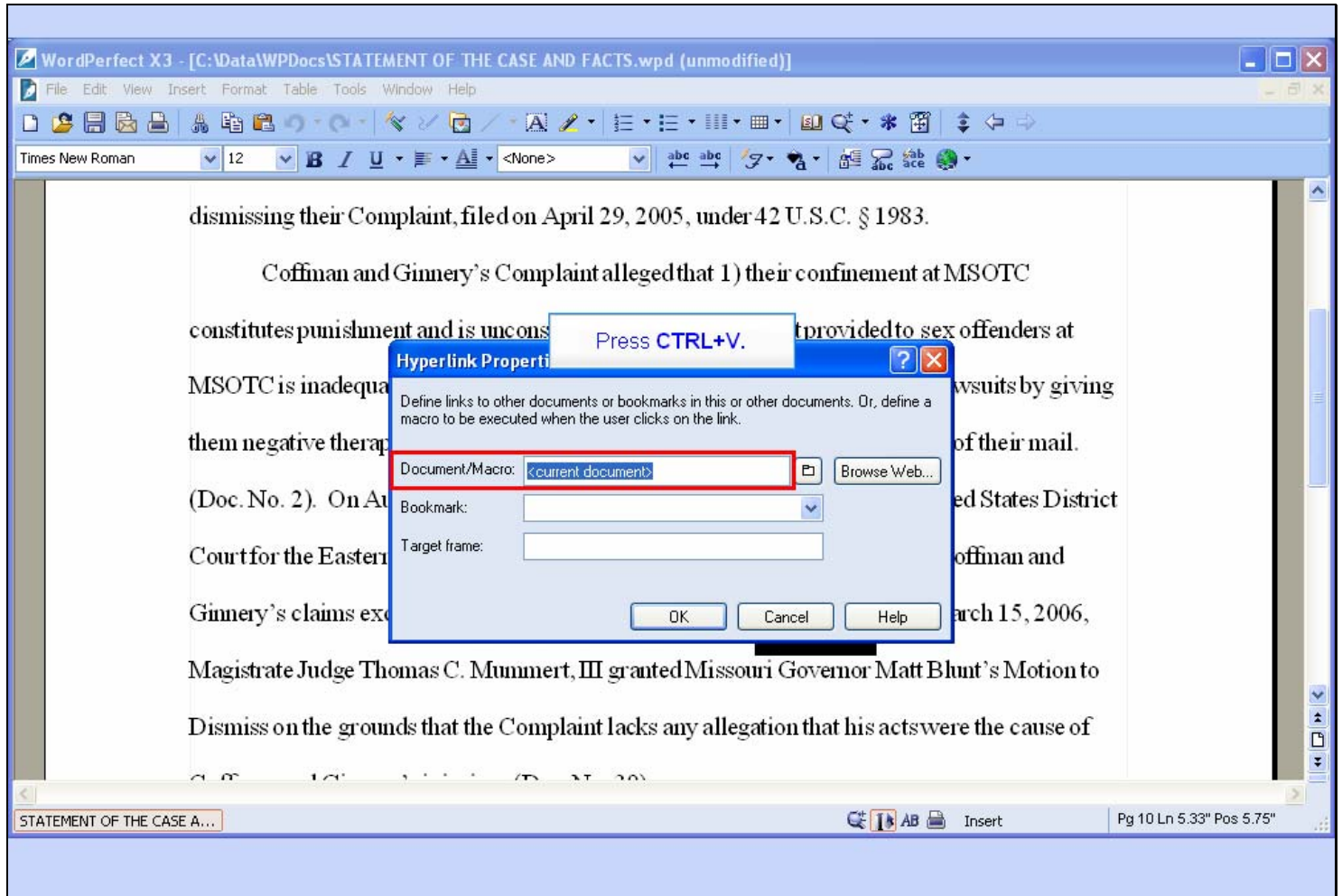
Slide 29 - Slide 29



Slide notes

(Note: This is a transition slide.)

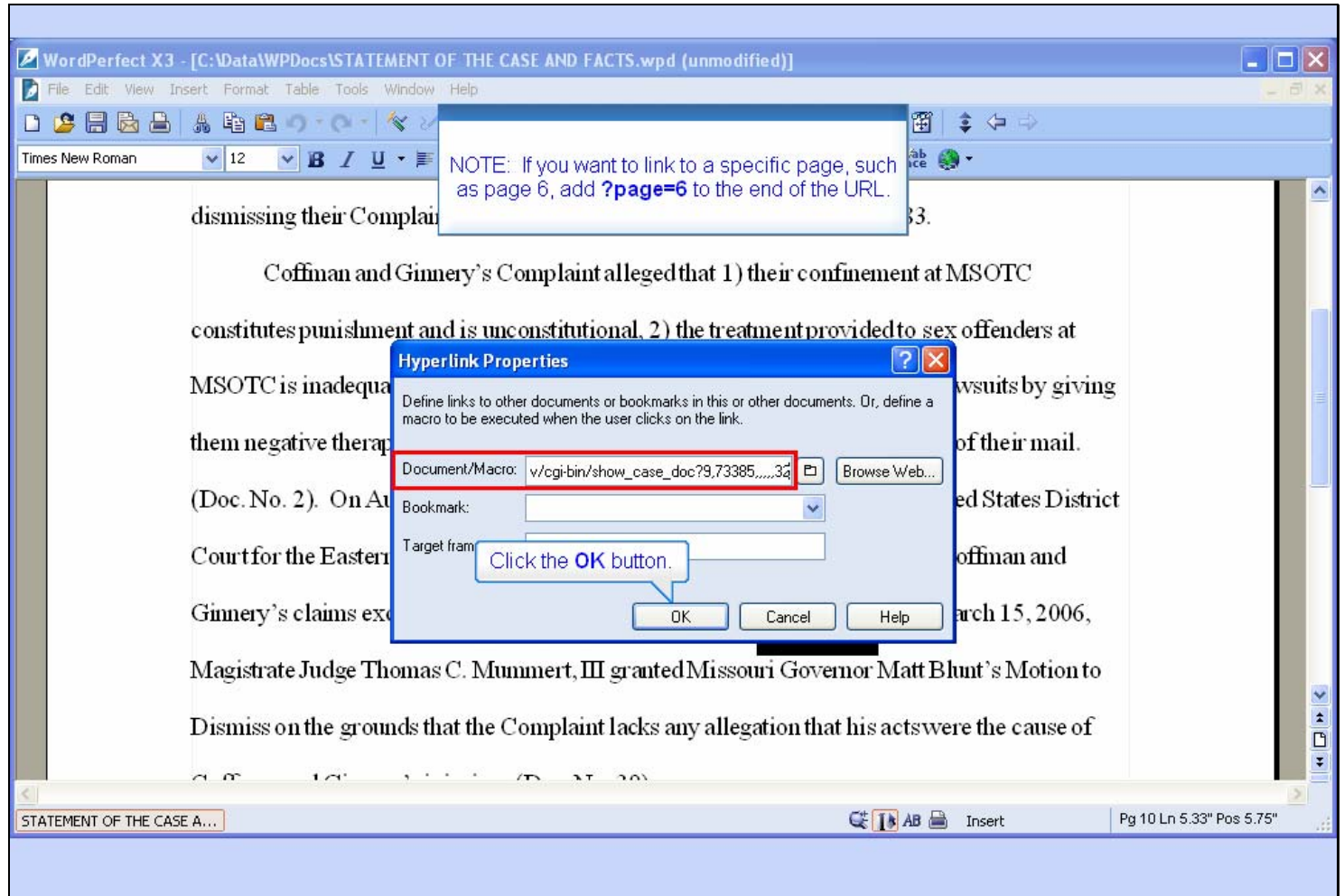
Slide 30 - Slide 30



Slide notes

A Hyperlink Properties dialog box opens. We're going to paste the URL that Windows copied to the clipboard earlier into the Document/Macro field. Like selecting text, there are several ways to paste the clipboard contents. We'll use the keyboard shortcut keystroke of CTRL+V. The URL will be pasted into the Document/Macro field since it's currently highlighted. Hold down your control key and type the letter V.

Slide 31 - Slide 31



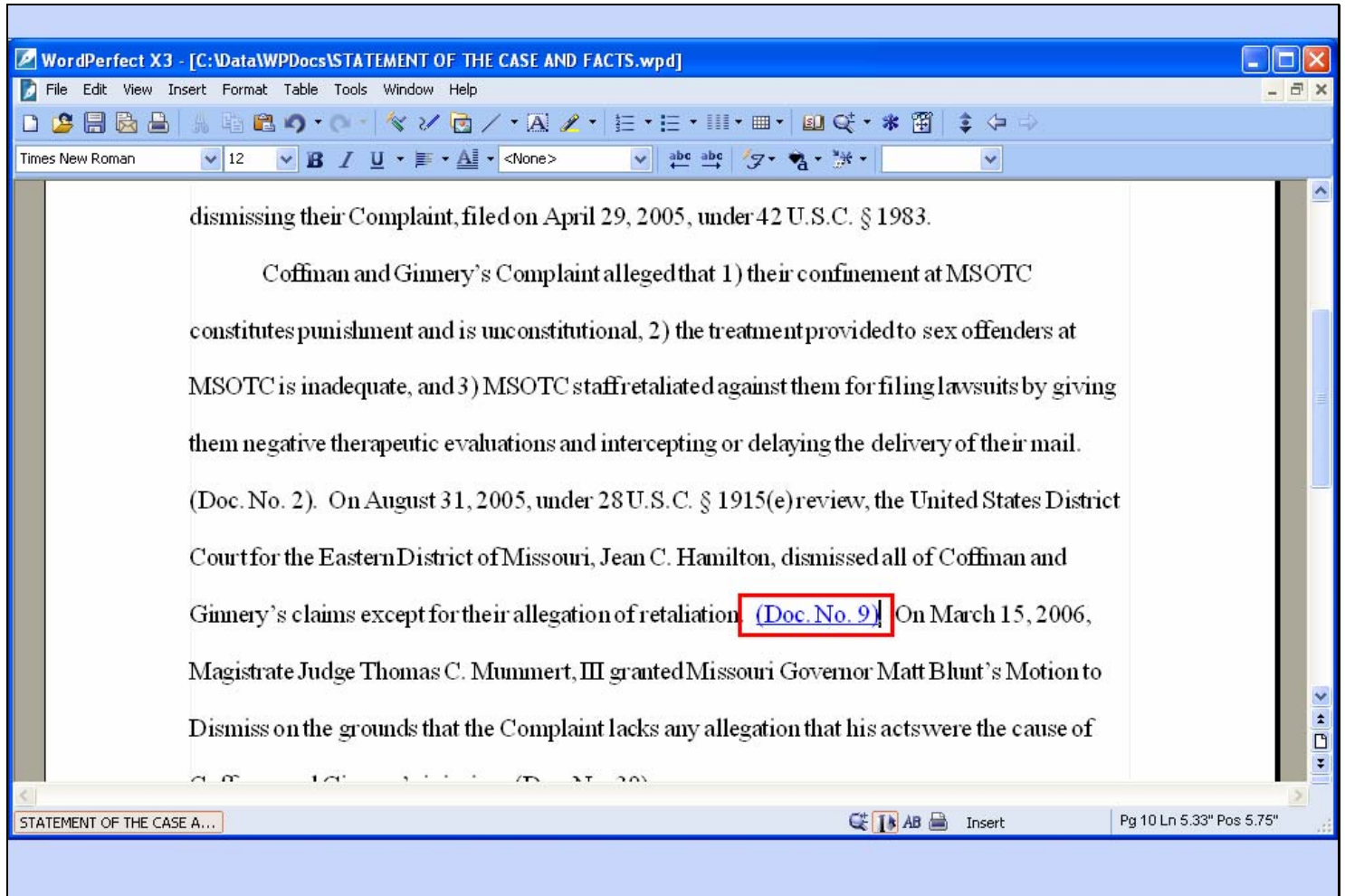
Slide notes

And Windows pastes the URL into the Document/Macro field.

The URL we just pasted is to the first page of document number 9 in the District Court case. It is possible to create a hyperlink to a specific page in the document instead of the first page. For example, if you wanted to refer to page 6 of document number 9, you would take an extra step here. You would add ?page=6 to the end of the URL for the page number. We'll leave it at the first page in this lesson.

Now, click the OK button.

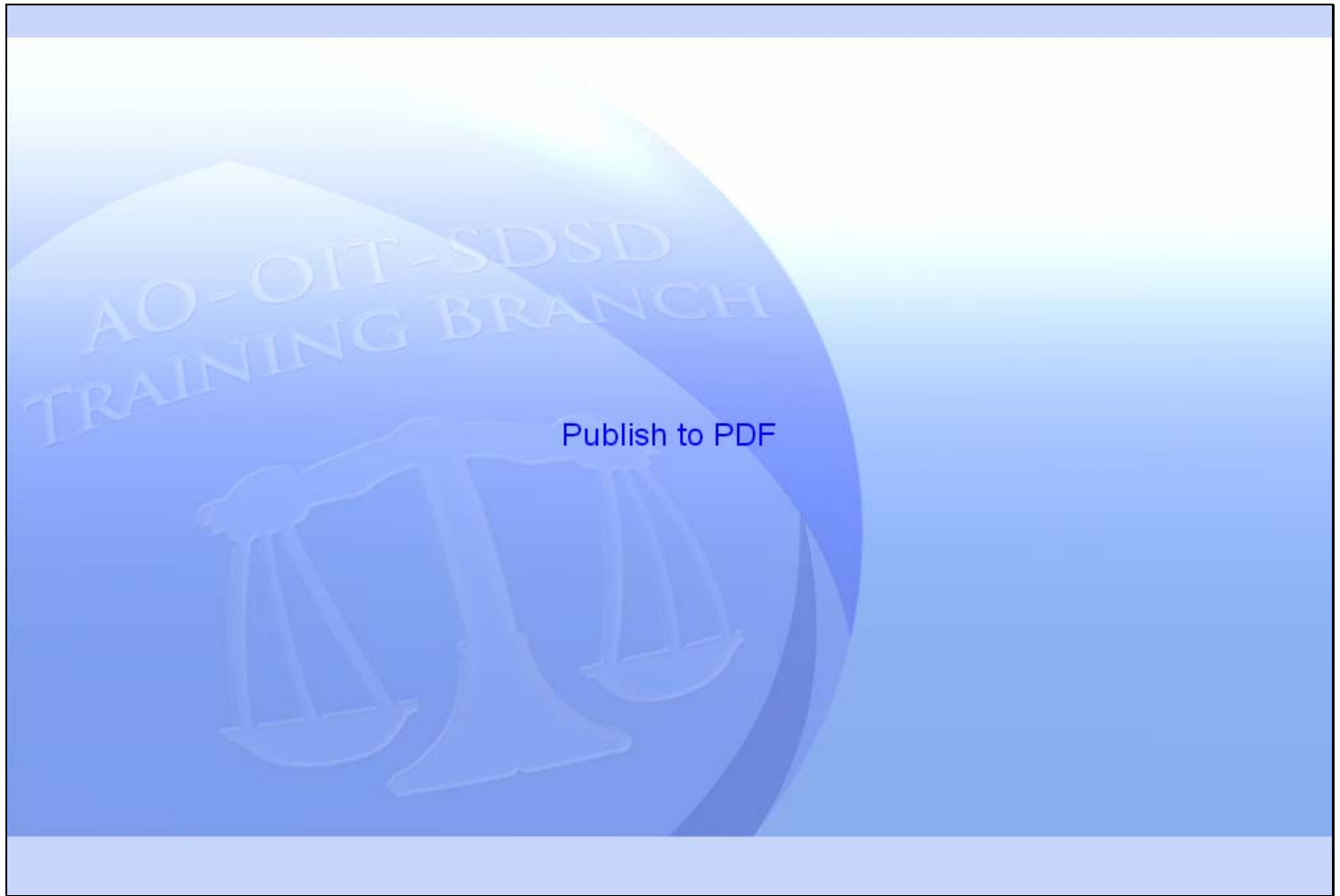
Slide 32 - Slide 32



Slide notes

WordPerfect has now created a hyperlink for the text we had selected. Notice the text now appears underlined and is blue.

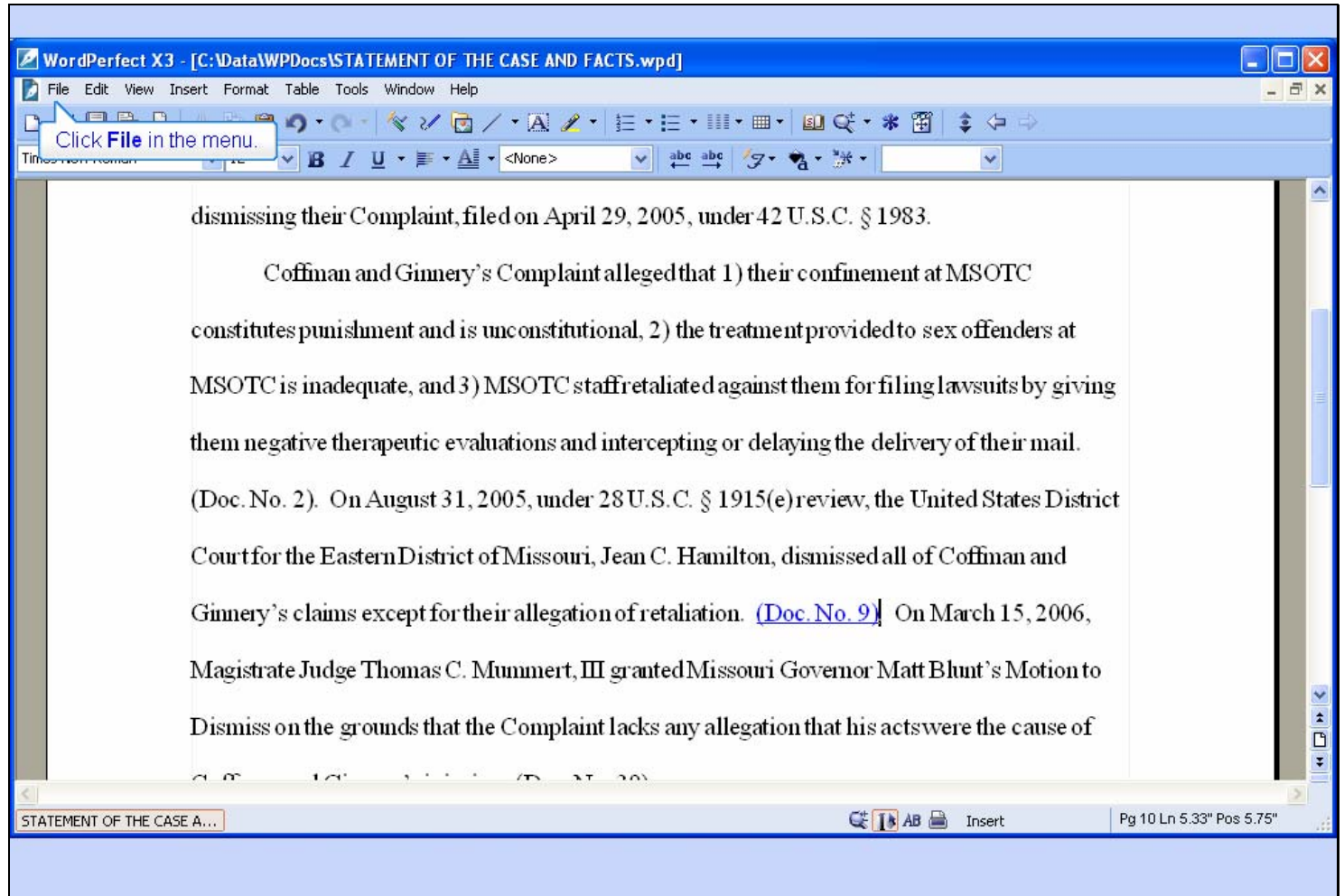
Slide 33 - Publish to PDF



Slide notes

(Note: This is a transition slide.)

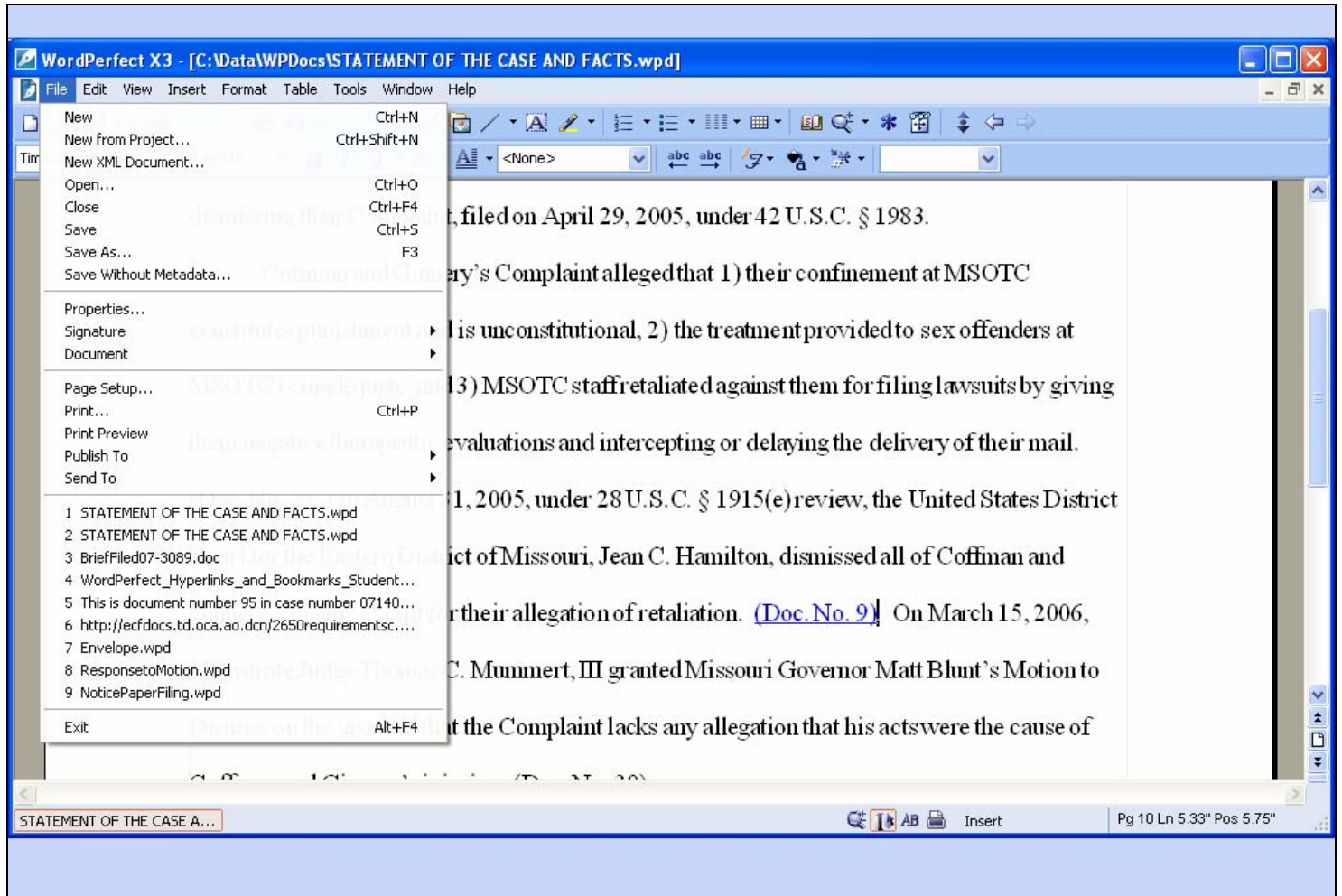
Slide 34 - Slide 34



Slide notes

The next step is to publish our brief to PDF format so we can file it with the Appellate Court. To do so, click File in the menu.

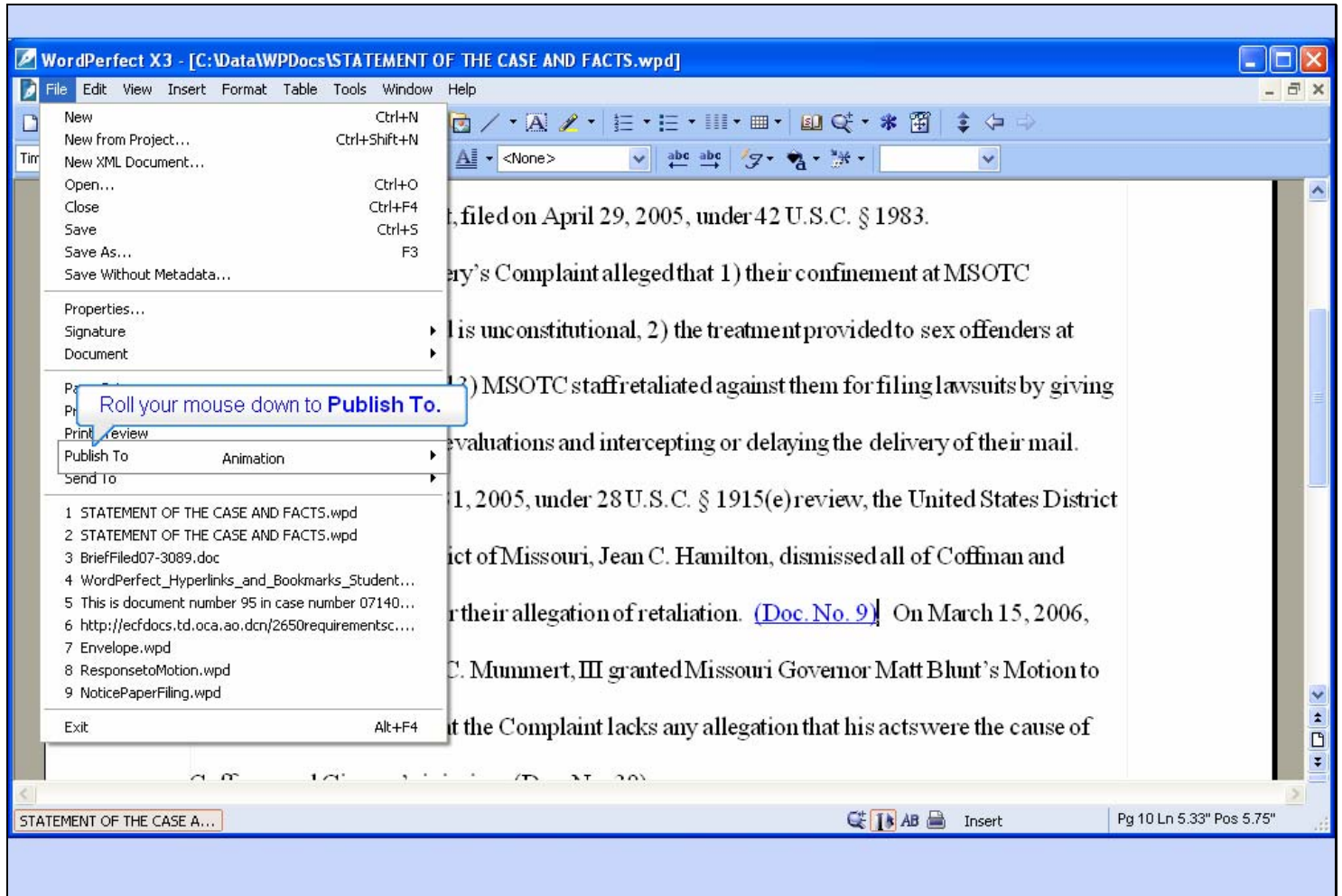
Slide 35 - Slide 35



Slide notes

(Note: This is a transition slide.)

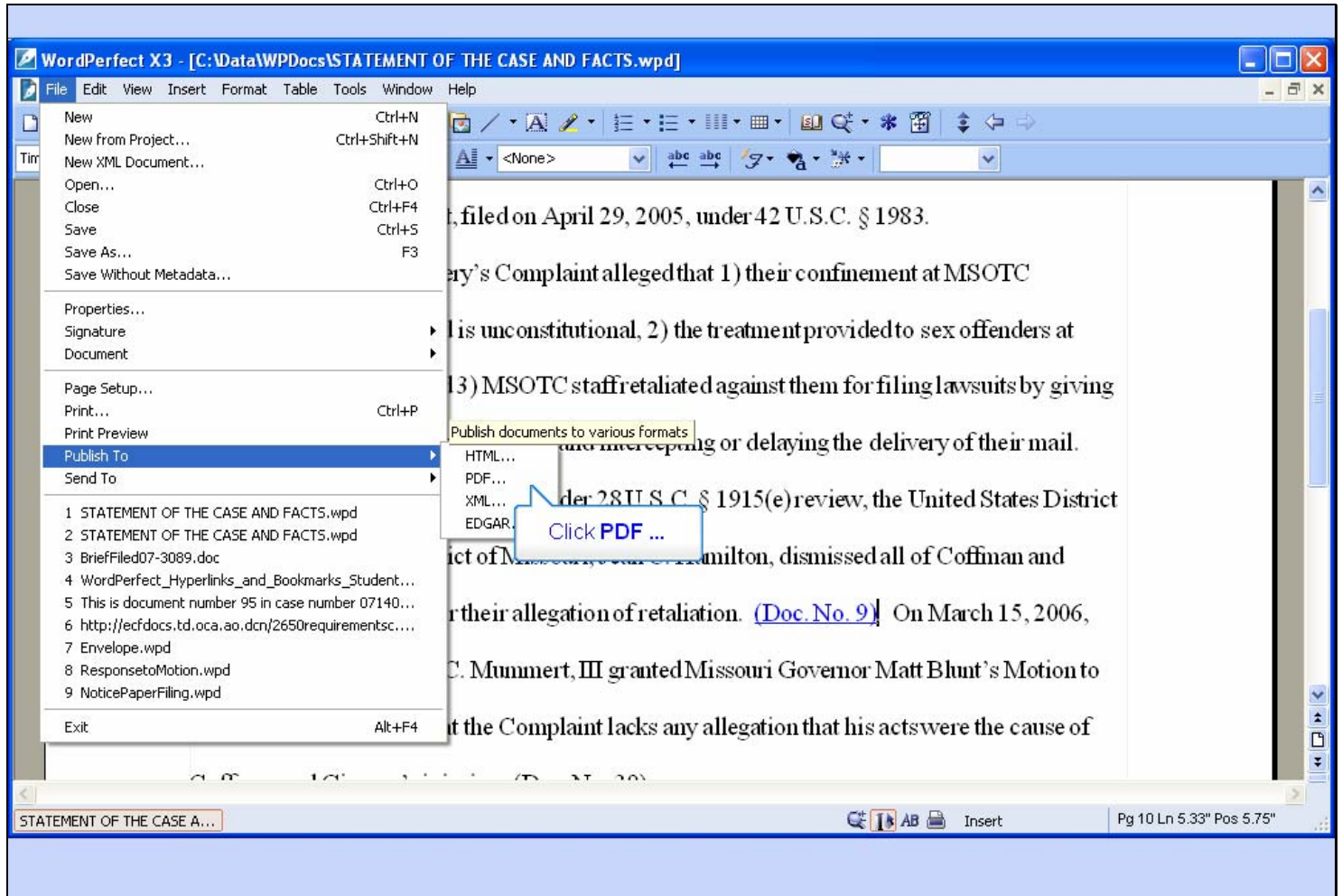
Slide 36 - Slide 36



Slide notes

Now roll your mouse down to Publish To.

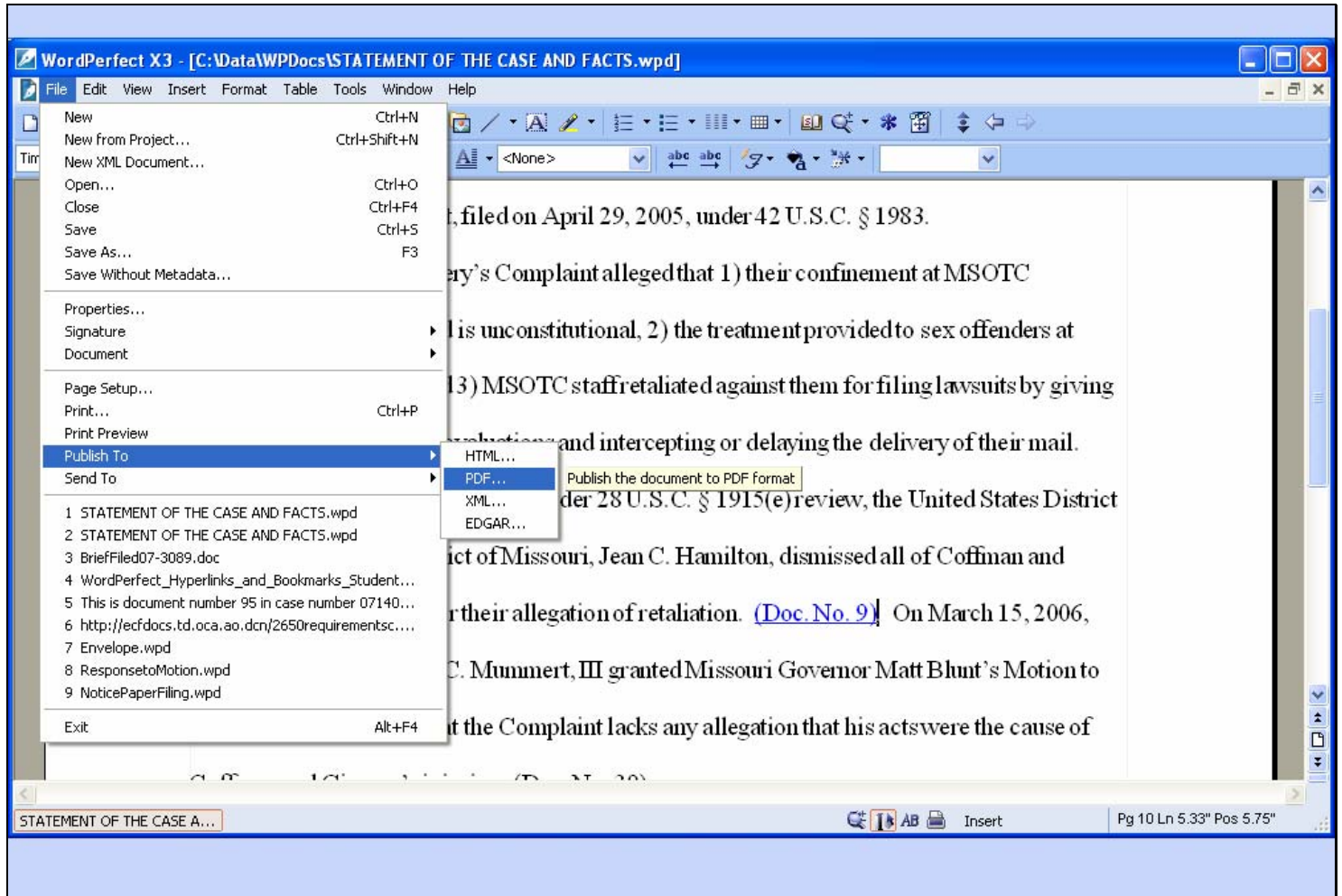
Slide 37 - Slide 37



Slide notes

And select PDF ...

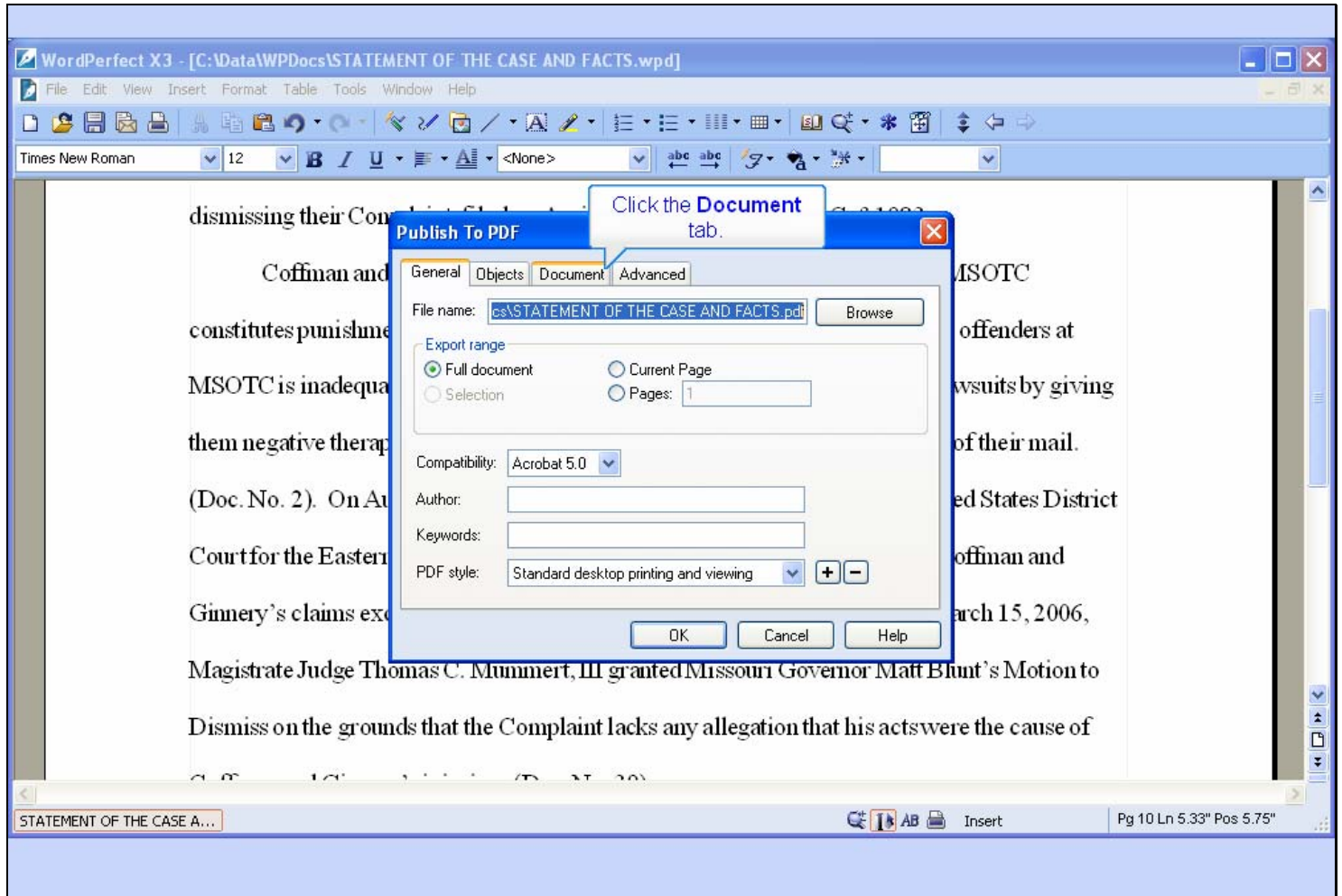
Slide 38 - Slide 38



Slide notes

(Note: This is a transition slide.)

Slide 39 - Slide 39

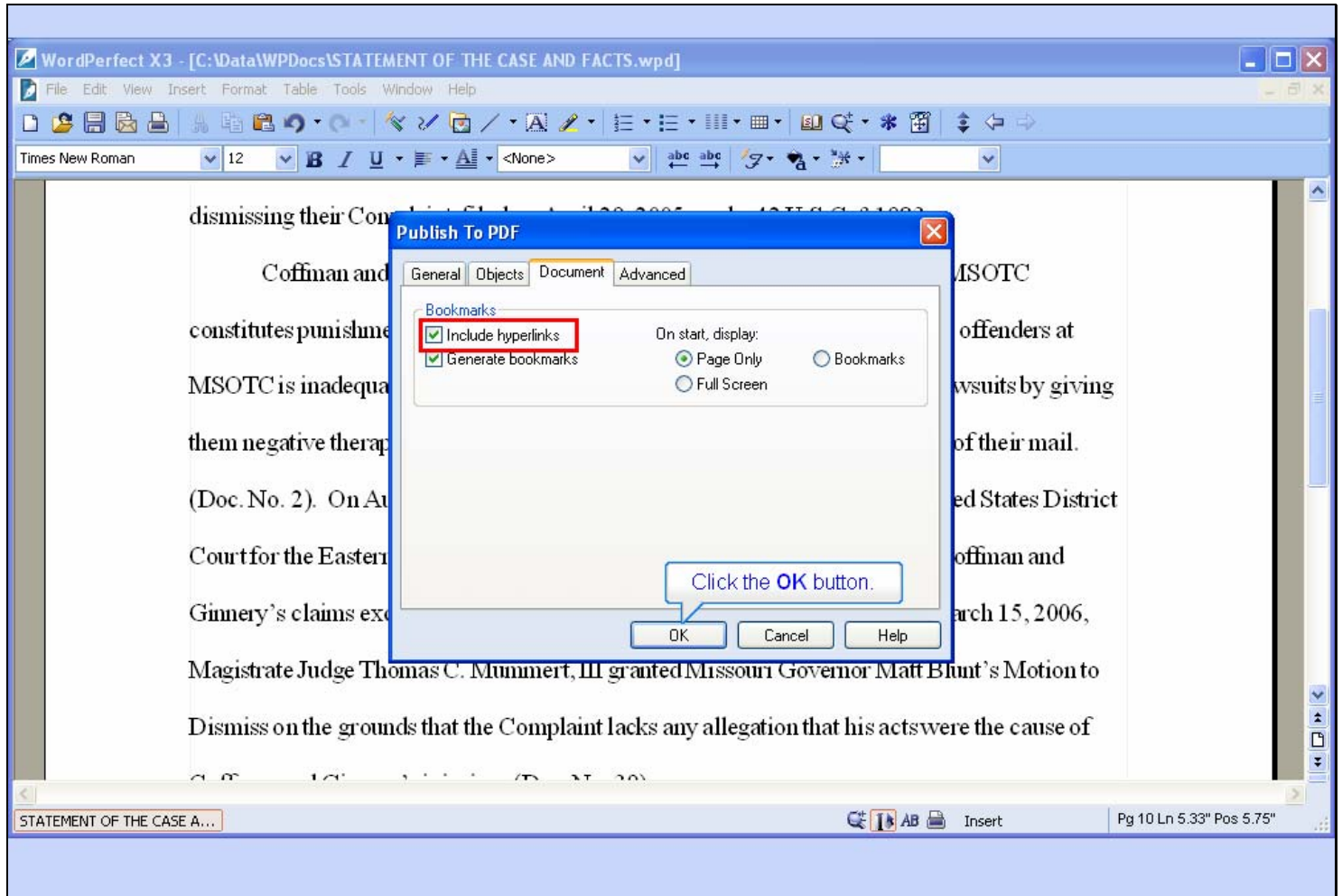


Slide notes

A Publish to PDF dialog box opens. The File name is already filled in, but you could rename the file if desired. I'll rename it later.

Before we publish this document, we need to check something in the Document tab. Click that tab.

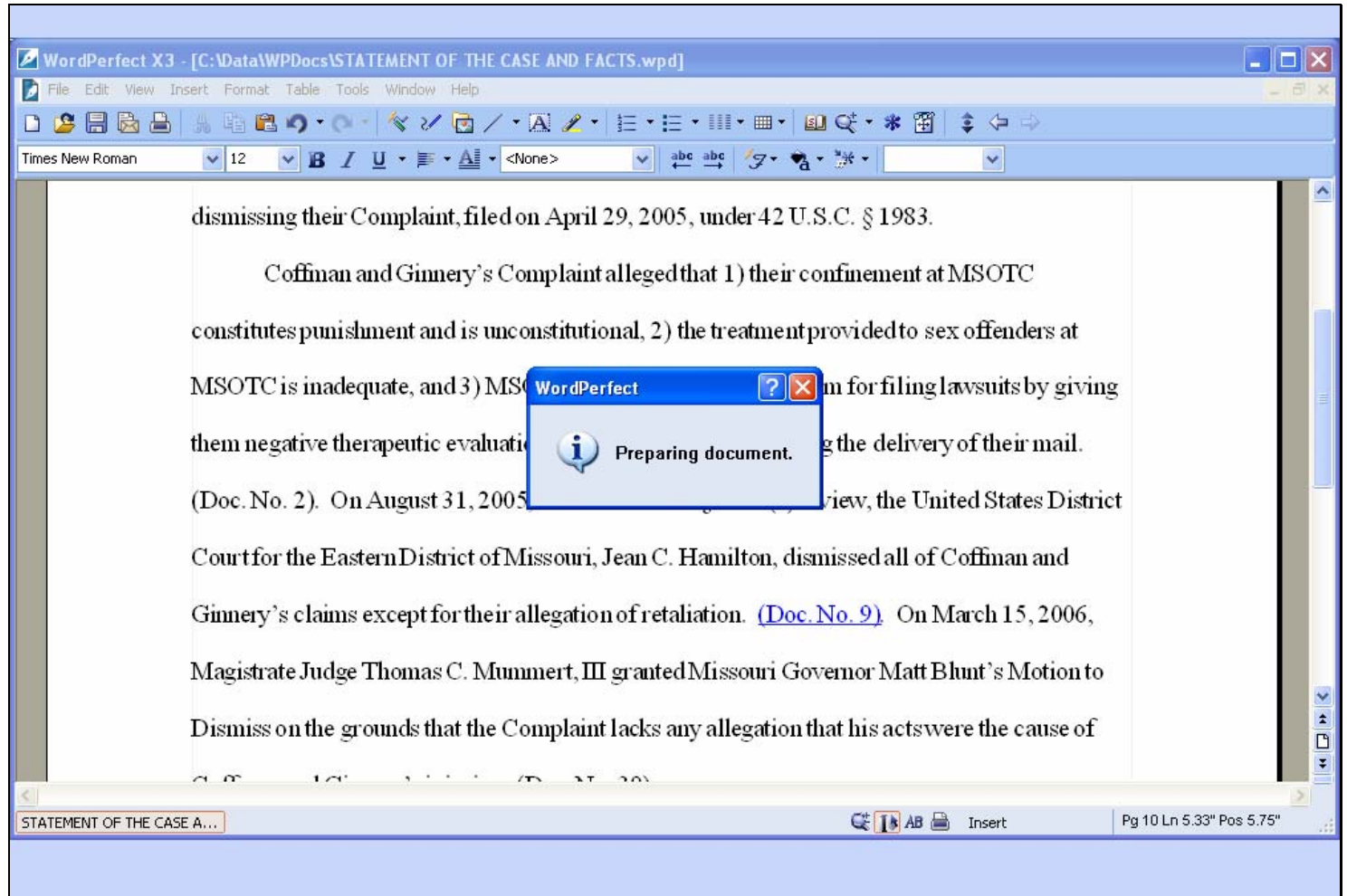
Slide 40 - Slide 40



Slide notes

One of the check boxes on the Document tab is to Include hyperlinks. Be sure this box is checked. Otherwise our PDF file will not contain the hyperlink. Since the box is checked, click the OK button to publish.

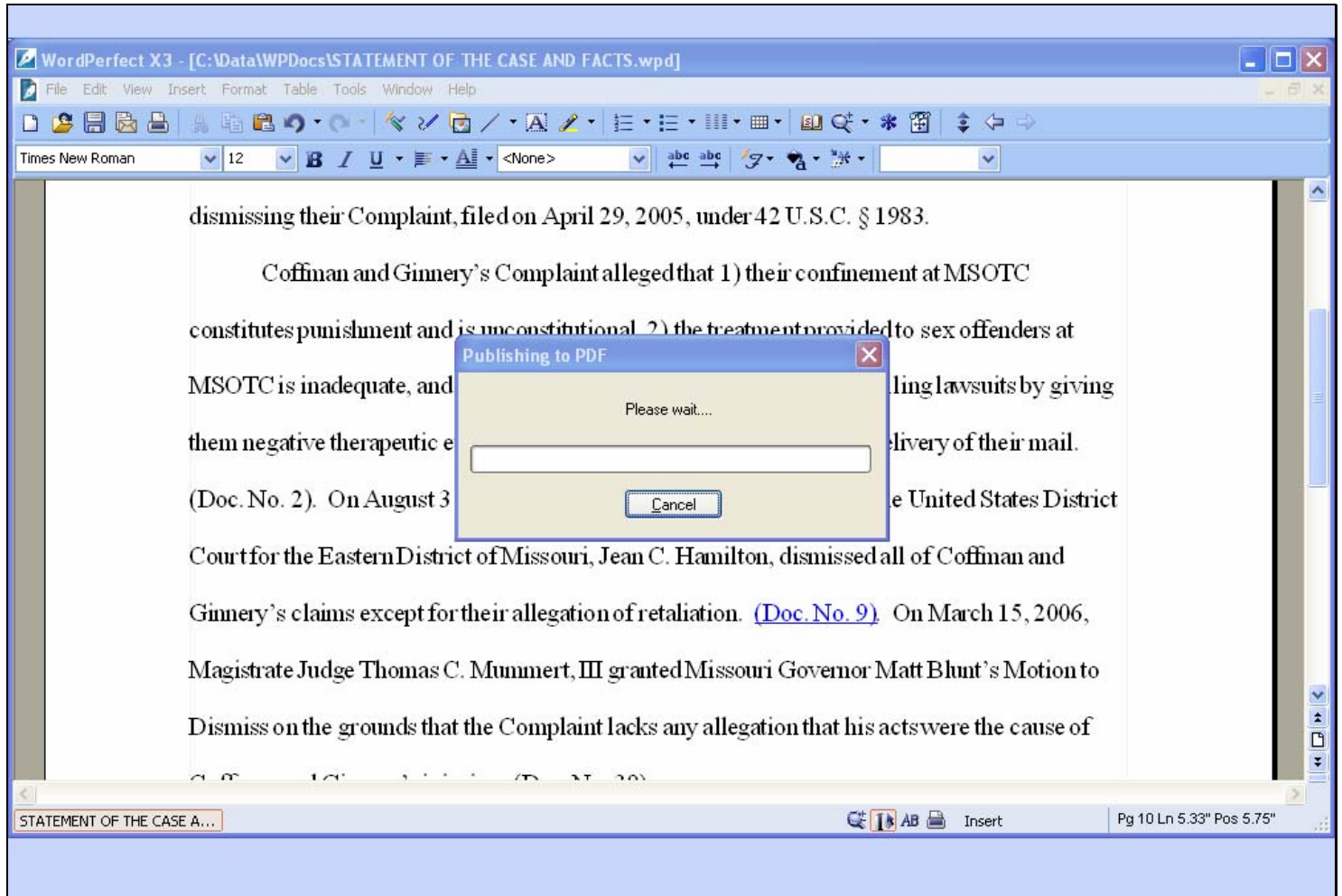
Slide 41 - Slide 41



Slide notes

(Note: This is a transition slide.)

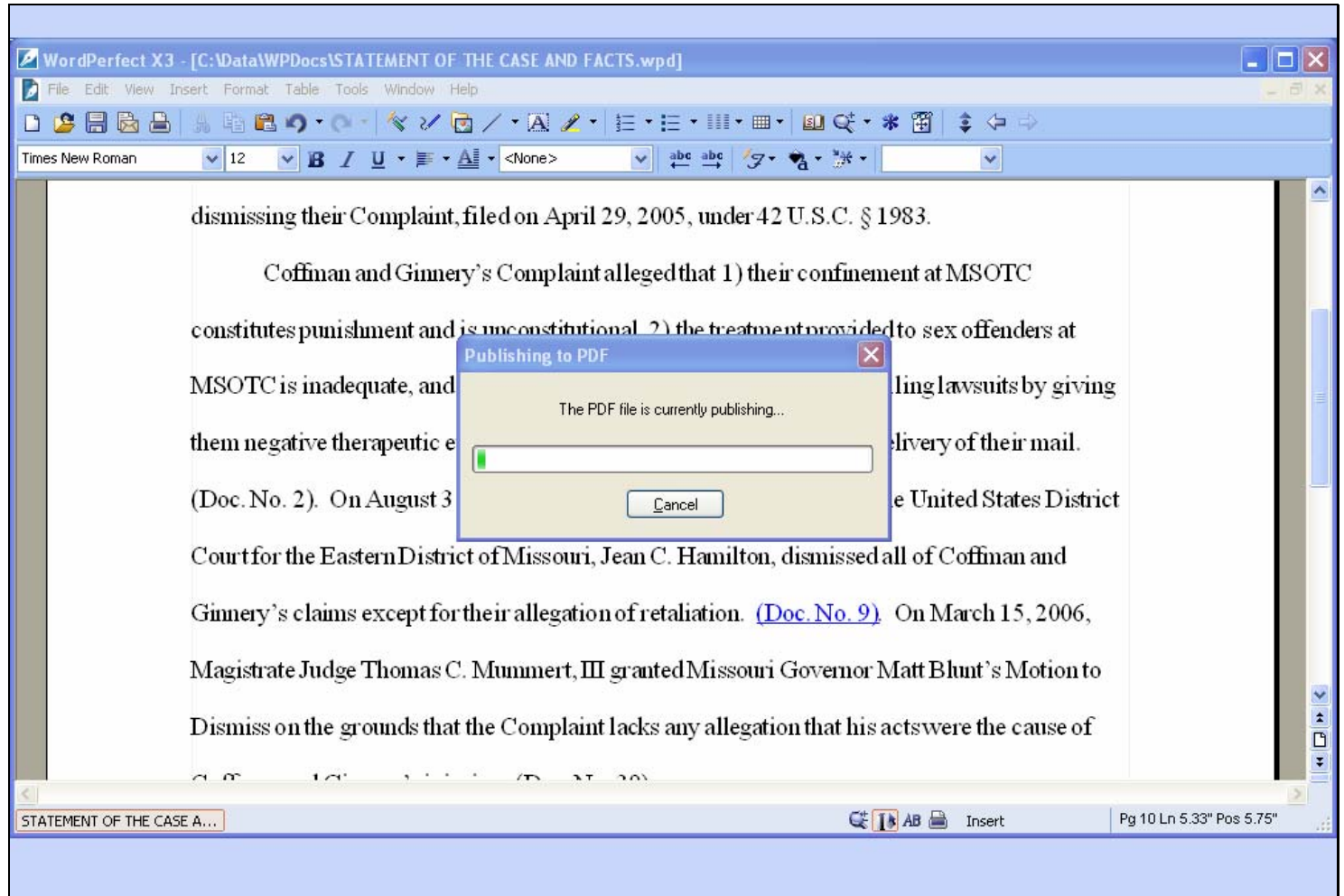
Slide 42 - Slide 42



Slide notes

(Note: This is a transition slide.)

Slide 43 - Slide 43



Slide notes

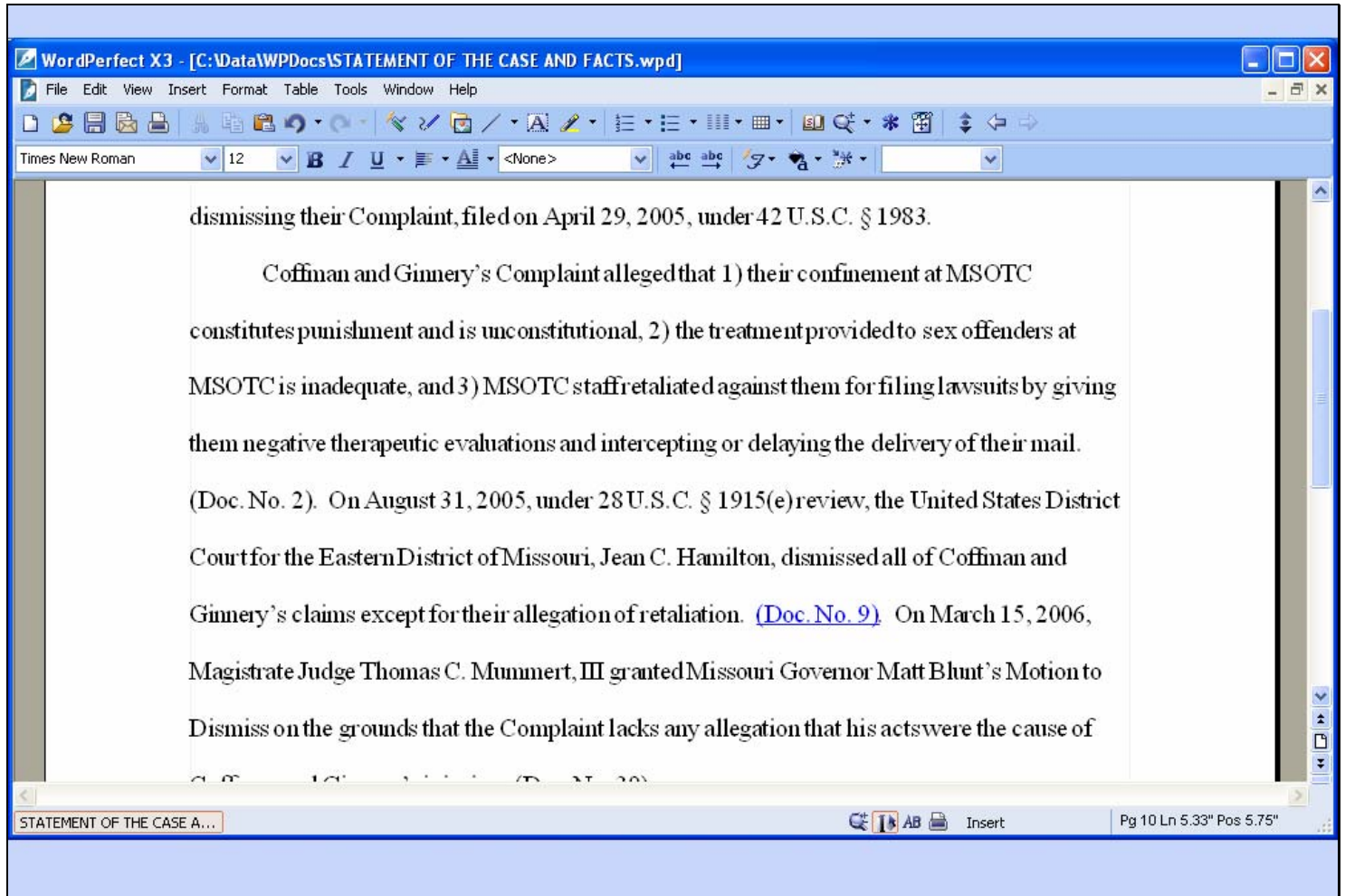
(Note: This is a transition slide.)

dismissing their Complaint, filed on April 29, 2005, under 42 U.S.C. § 1983.

Coffinan and Ginnery's Complaint alleged that 1) their confinement at MSOTC constitutes punishment and is unconstitutional. 2) the treatment provided to sex offenders at MSOTC is inadequate, and... ling lawsuits by giving... delivery of their mail. ... the United States District... Court for the Eastern District of Missouri, Jean C. Hamilton, dismissed all of Coffinan and Ginnery's claims except for their allegation of retaliation. (Doc. No. 9). On March 15, 2006, Magistrate Judge Thomas C. Mummert, III granted Missouri Governor Matt Blunt's Motion to Dismiss on the grounds that the Complaint lacks any allegation that his acts were the cause of...

(Note: This is a transition slide.)

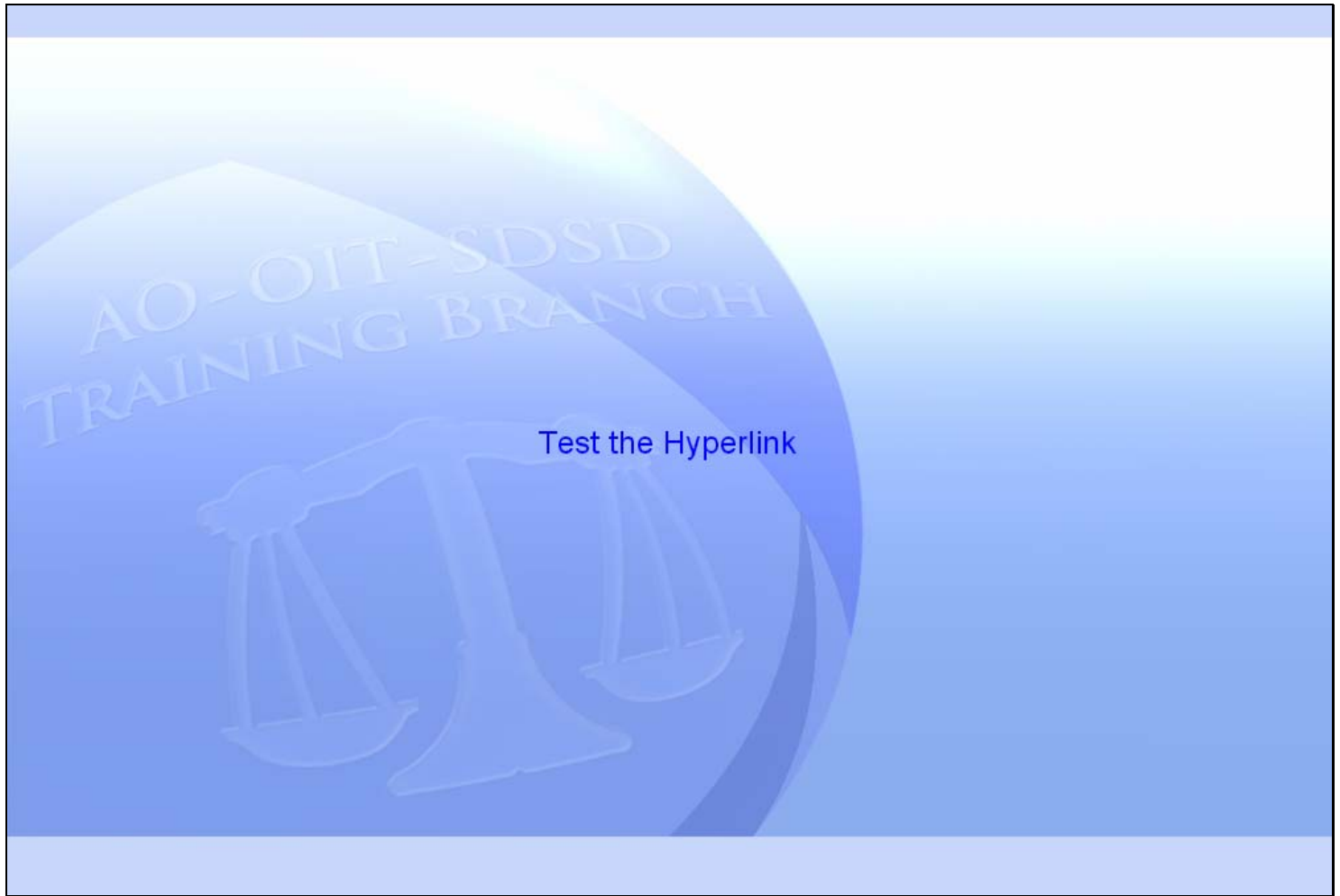
Slide 45 - Slide 45



Slide notes

And the document has been published to PDF. It's ready to be filed with the Appellate Court. But, it might be a good idea to check the hyperlink in our PDF file to make sure it's linked to the correct document in the district court. We'll do that next.

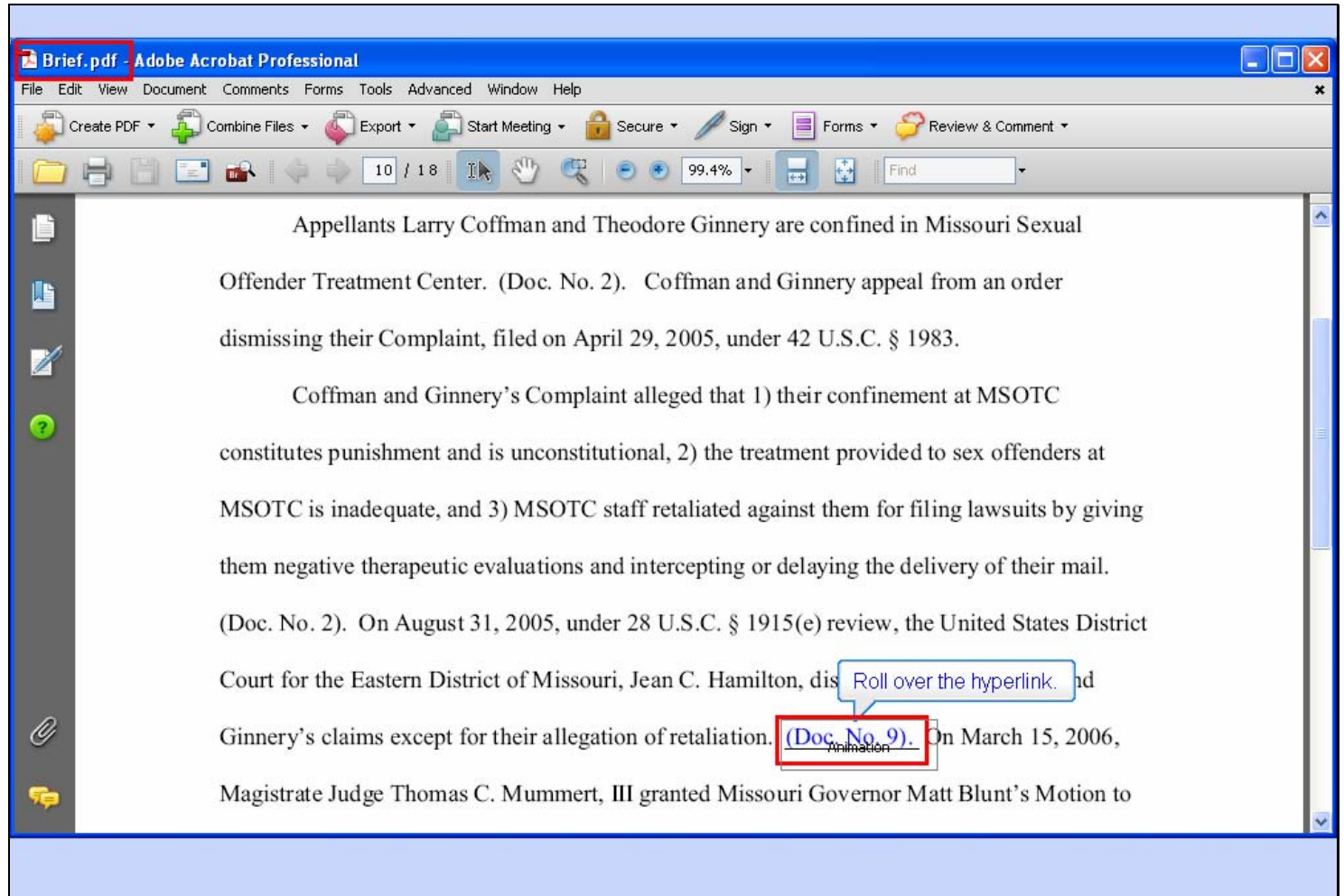
Slide 46 - Test the Hyperlink



Slide notes

(Note: This is a transition slide.)

Slide 47 - Adobe Acrobat



Slide notes

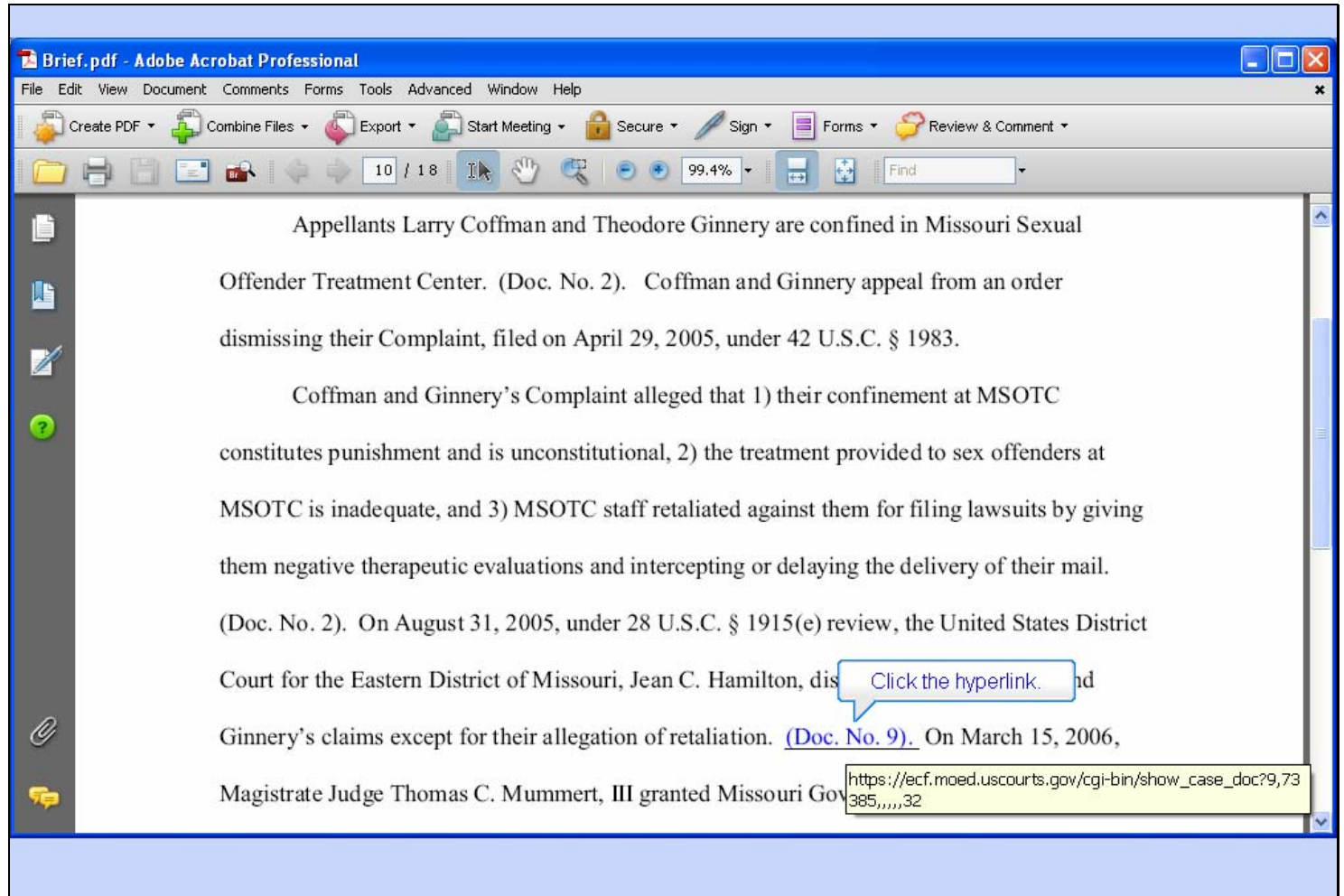
We've now opened the PDF version of the brief and moved to the page that has our hyperlink. We're going to test the hyperlink to make sure it links to the correct document in the District Court case before we file it in the Appellate Court.

By the way, notice that I've changed the name of the PDF file to simply Brief.pdf.

Also, note that a user may not have access in CM/ECF to the referenced document if it is under some user access limit, such as a sealed docket entry or a sealed document.

First, move your mouse pointer to the hyperlink.

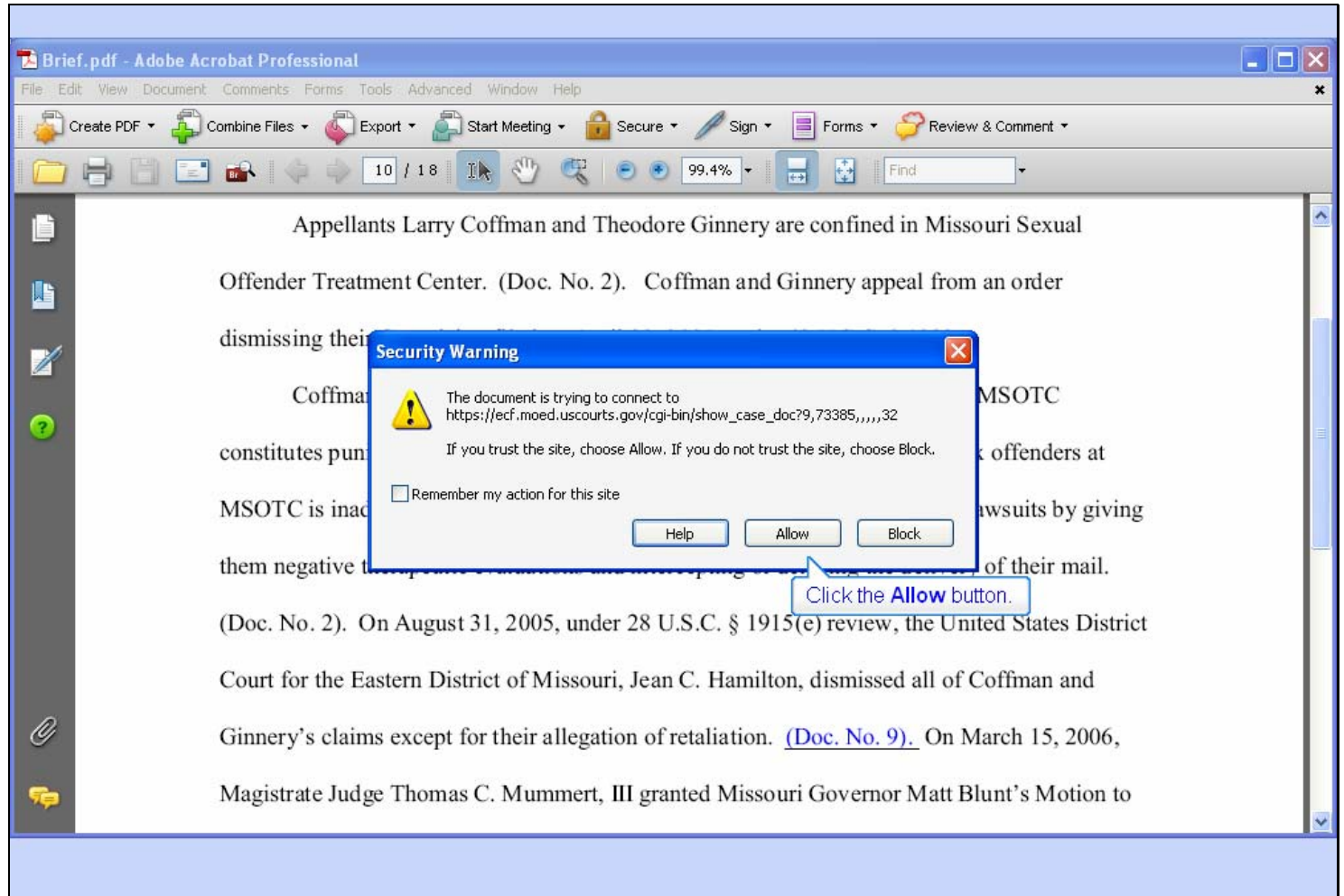
Slide 48 - Slide 48



Slide notes

As your mouse hovers over the hyperlink, Adobe Acrobat displays the URL. Now click the hyperlink.

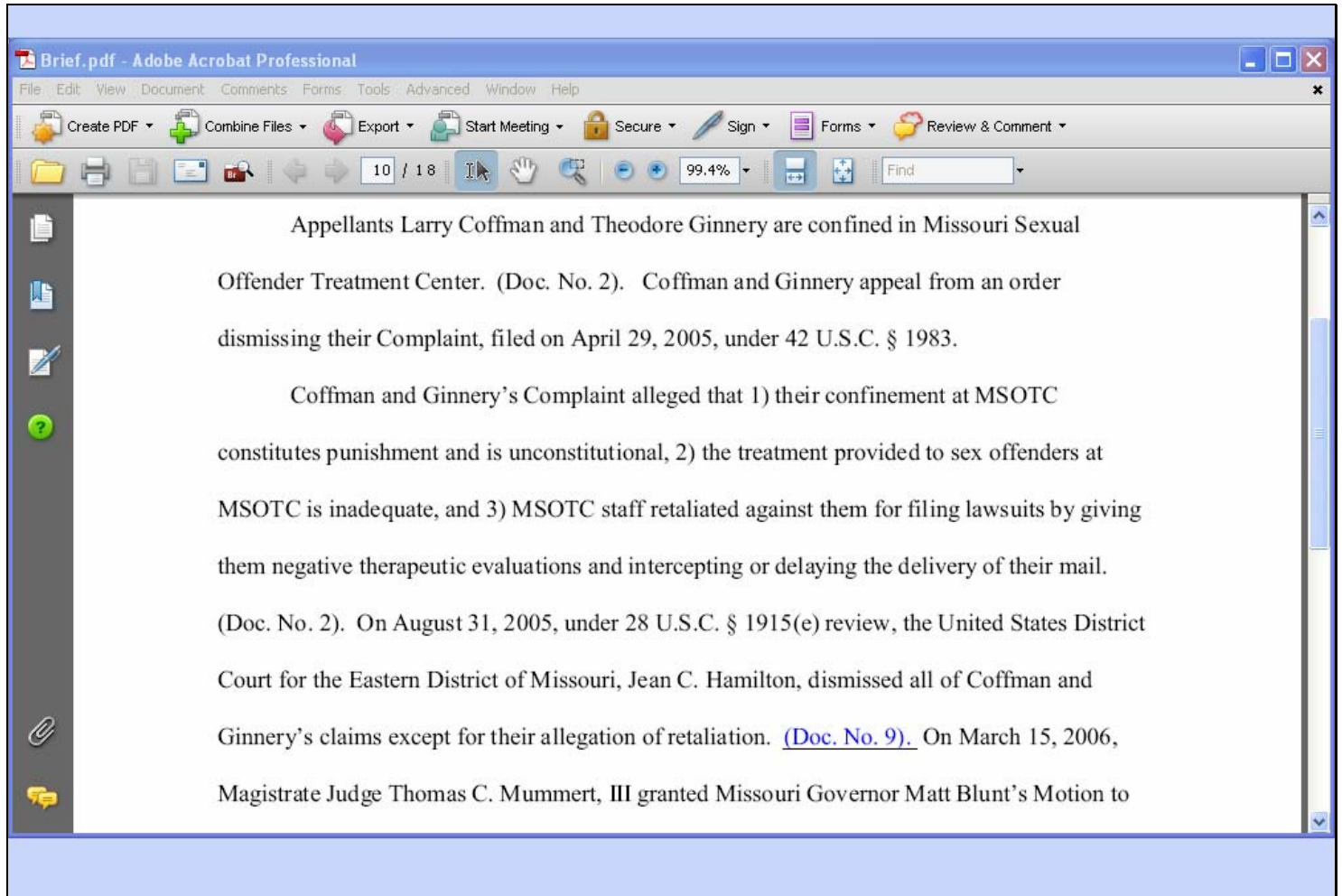
Slide 49 - Slide 49



Slide notes

Acrobat shows us a Security Warning. Since we trust the District Court web site, click the Allow button.

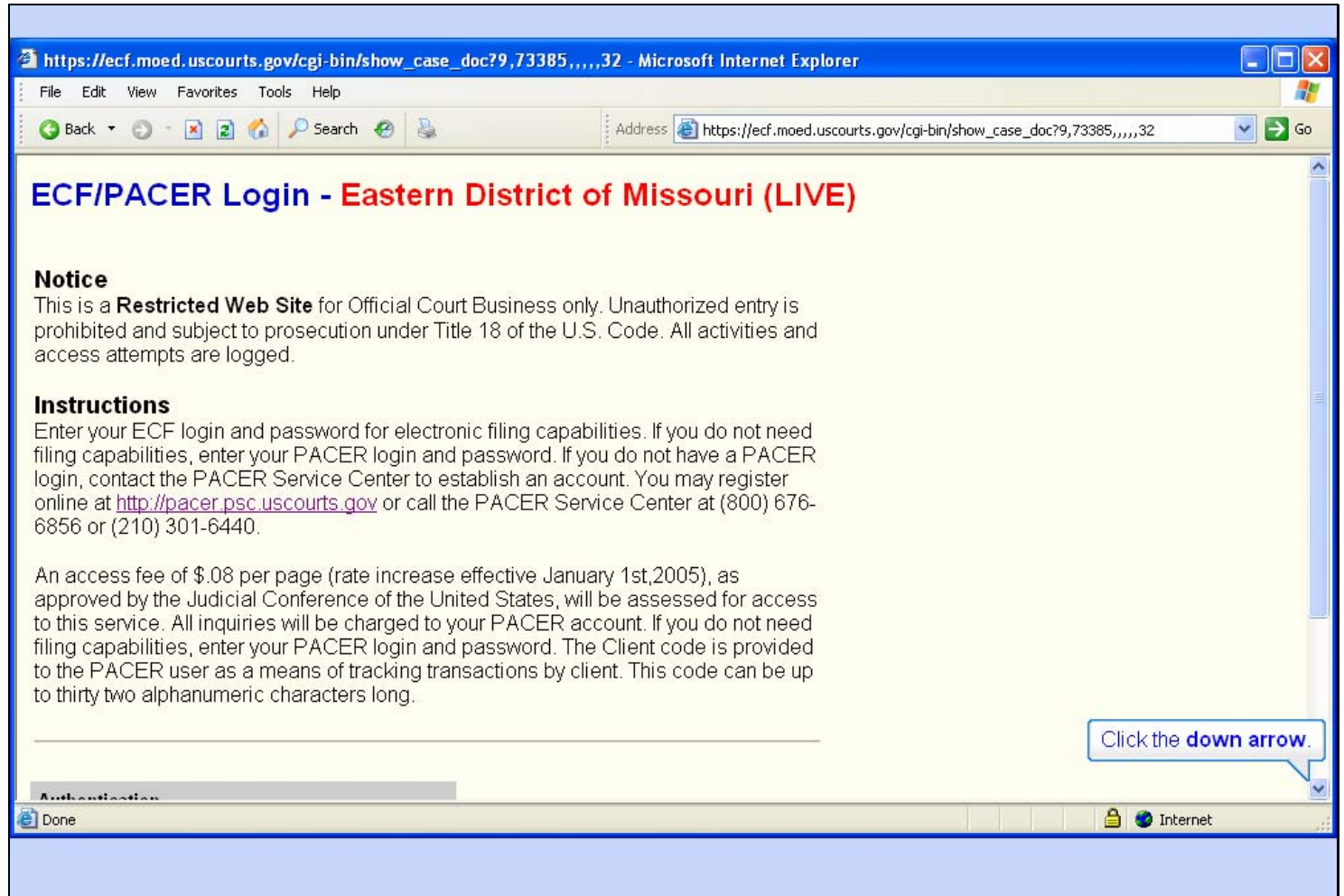
Slide 50 - Slide 50



Slide notes

(Note: This is a transition slide.)

Slide 51 - Login to PACER



Slide notes

Our browser opens and loads the login page for the District Court's web site. In order to view the document, we must enter our PACER account login and password. Normal PACER billing charges will apply.

To login, click the down arrow in the scroll bar.

Slide 52 - Slide 52

Instructions

Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

client code:

Login Reset

Type at1878, then press TAB.

Try again, then press TAB.

Slide notes

Remember, both the login and password fields are case sensitive, so be sure to enter them in upper or lower case exactly as they were assigned to you.

In the login field, enter "at1878", then press the TAB key.

Slide 53 - Slide 53

Instructions

Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Type **abrg!14g**, then click the **Login** button.

Try again, then click the **Login** button.

Slide notes

In the password field, enter "abrg!14g", then click the Login button.

Slide 54 - Slide 54

Instructions

Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

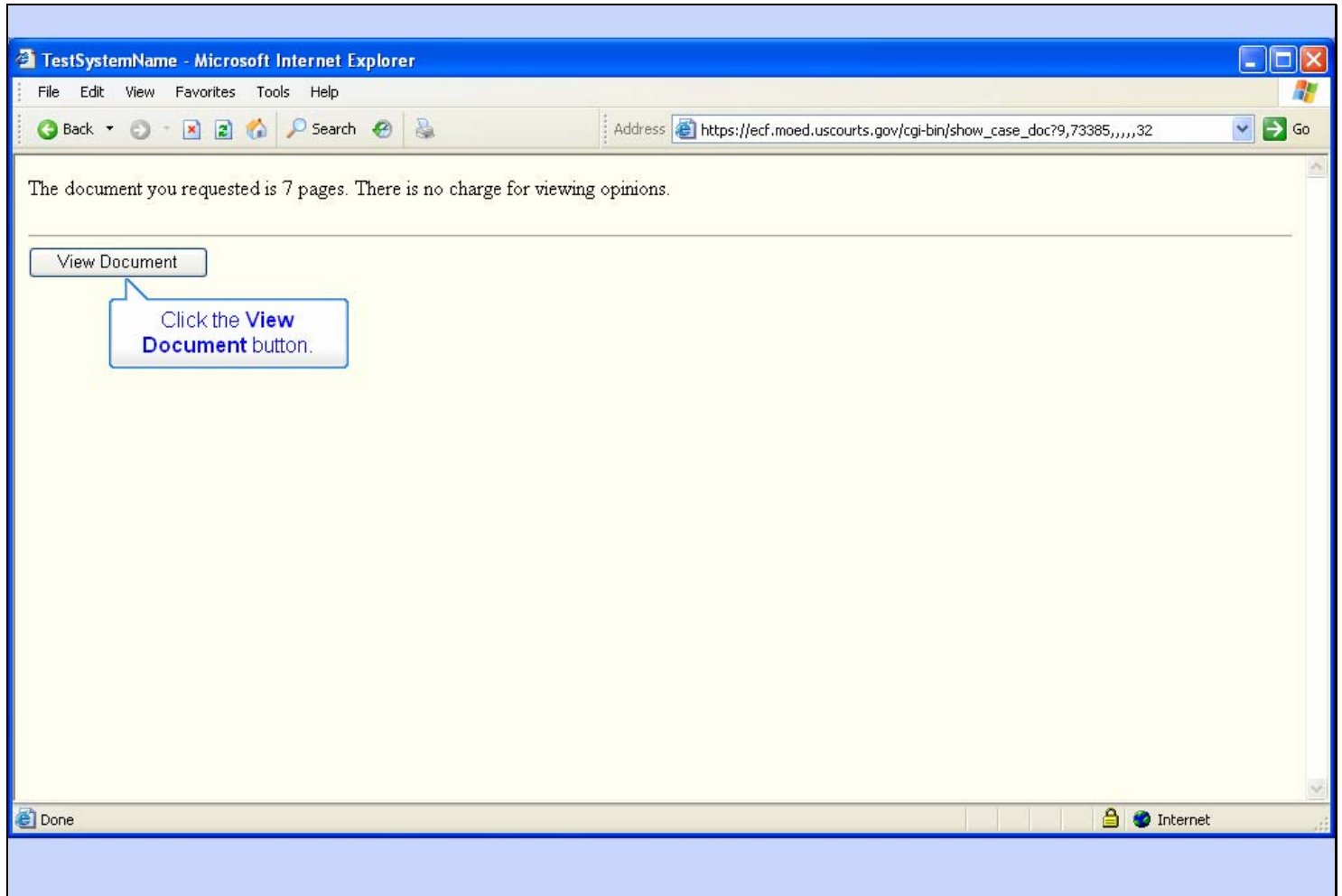
client code:

Opening page https://ecf.moed.uscourts.gov/cgi-bin/show_case_doc?9,73385,,,,,32... Internet

Slide notes

(Note: This is a transition slide.)

Slide 55 - View the Document

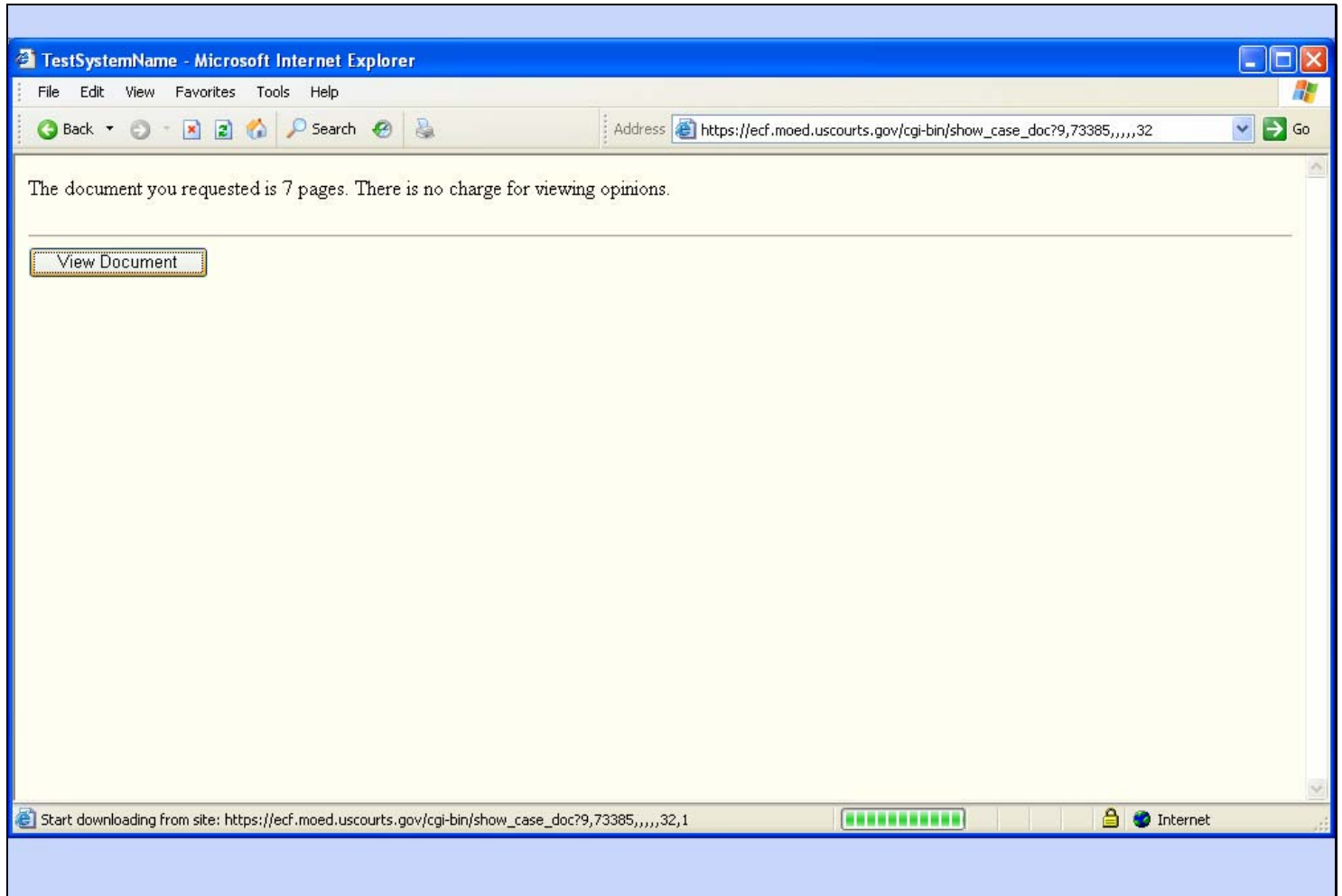


Slide notes

Since the document we're linking to is considered an opinion, there will be no PACER access fee for this document.

Click the View Document button.

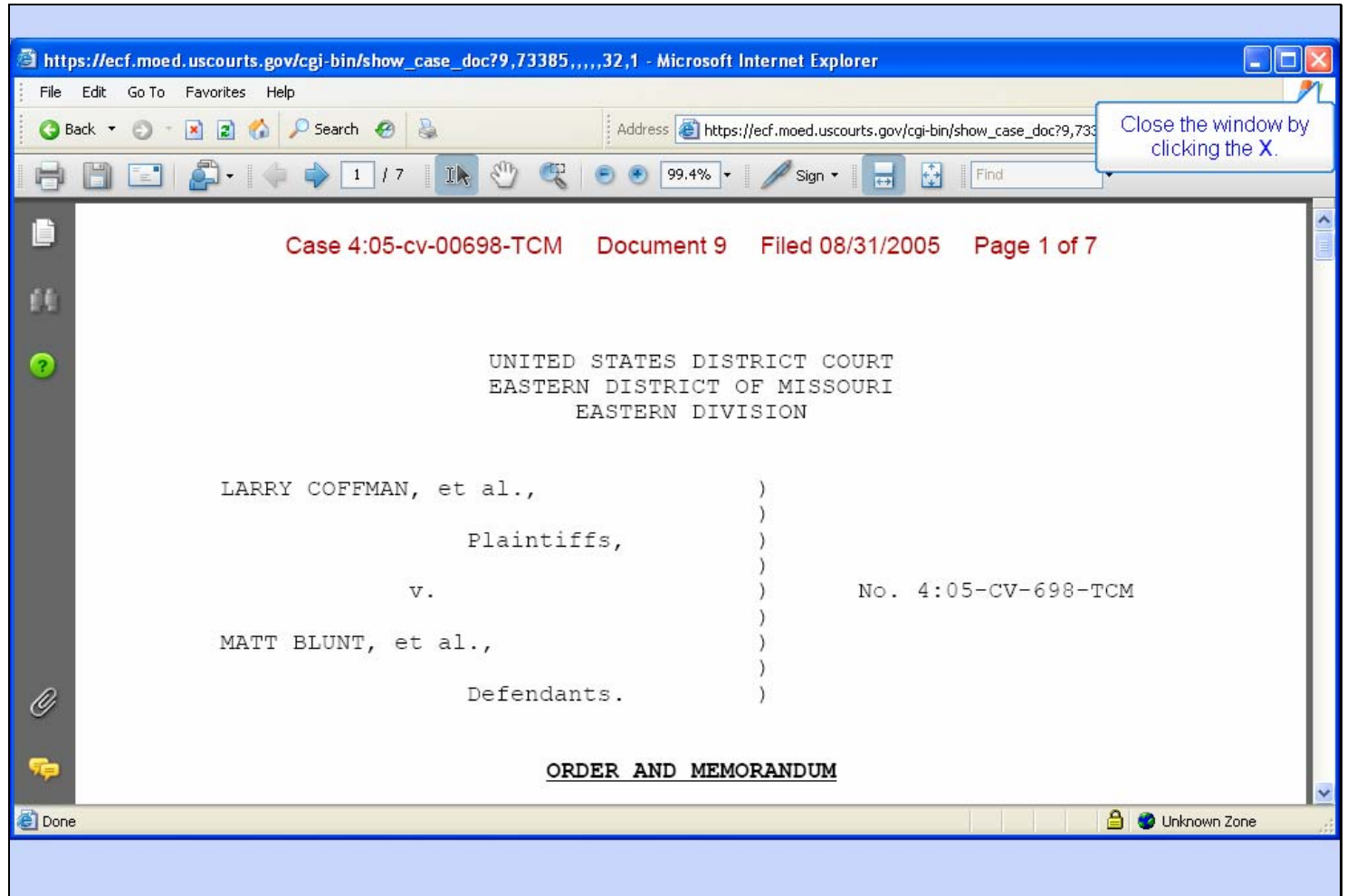
Slide 56 - Slide 56



Slide notes

(Note: This is a transition slide.)

Slide 57 - Slide 57

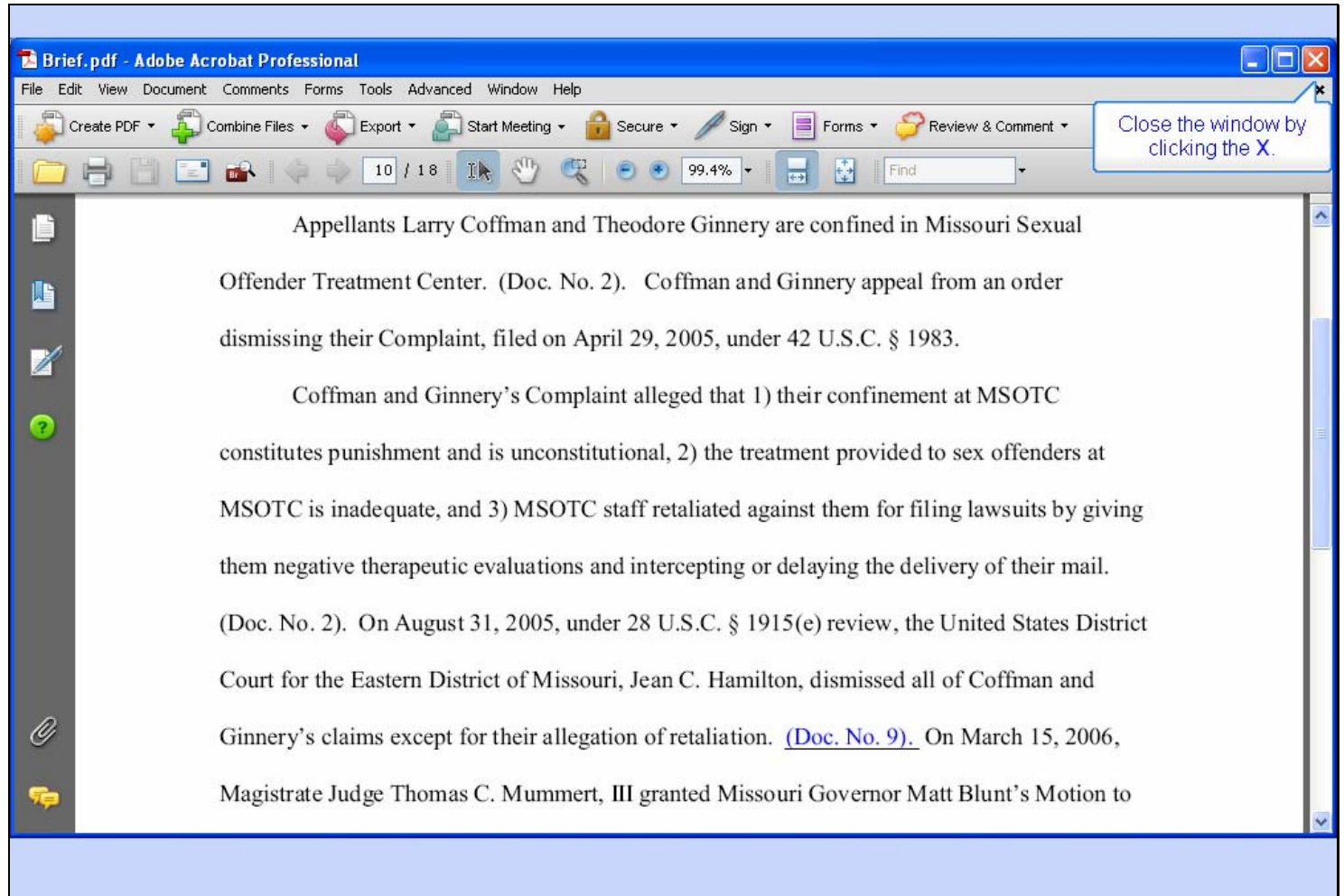


Slide notes

The PDF document for the Order and Memorandum opens and we can verify that this is indeed the document we wish to reference in our brief.

Close the browser window by clicking the X.

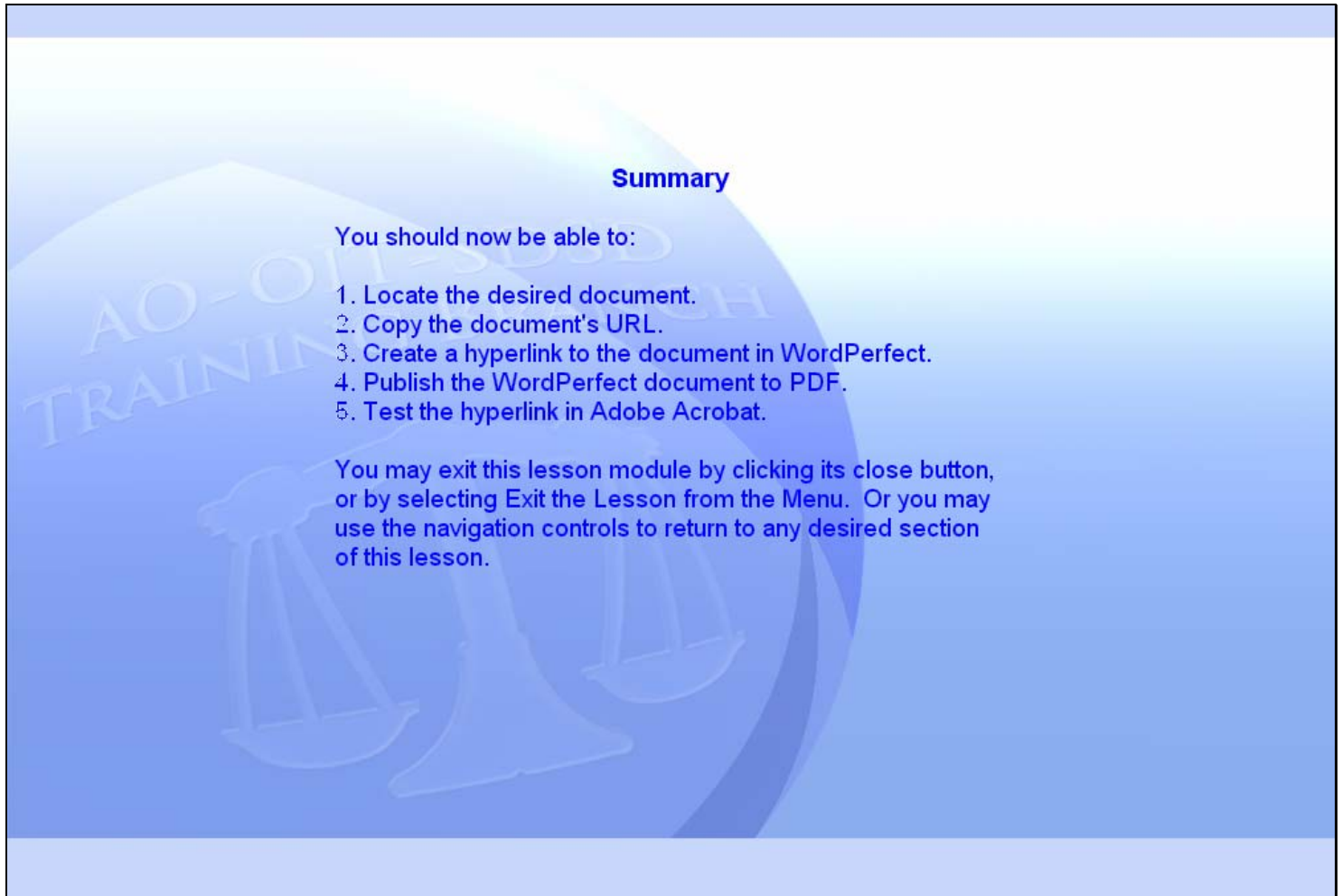
Slide 58 - Slide 58



Slide notes

We have now verified the hyperlink we have created in our brief is accurate. We can now close our brief and proceed to file it electronically in CM/ECF.

Close the Acrobat window by clicking its close button.

Slide 59 - SummaryThe slide has a blue gradient background with a faint watermark of a scale of justice and the text 'AO-OF-2003 CH TRAINING'. The title 'Summary' is in bold blue text. Below it, the text 'You should now be able to:' is followed by a numbered list of five tasks. At the bottom, a paragraph explains how to exit the lesson module.

Summary

You should now be able to:

1. Locate the desired document.
2. Copy the document's URL.
3. Create a hyperlink to the document in WordPerfect.
4. Publish the WordPerfect document to PDF.
5. Test the hyperlink in Adobe Acrobat.

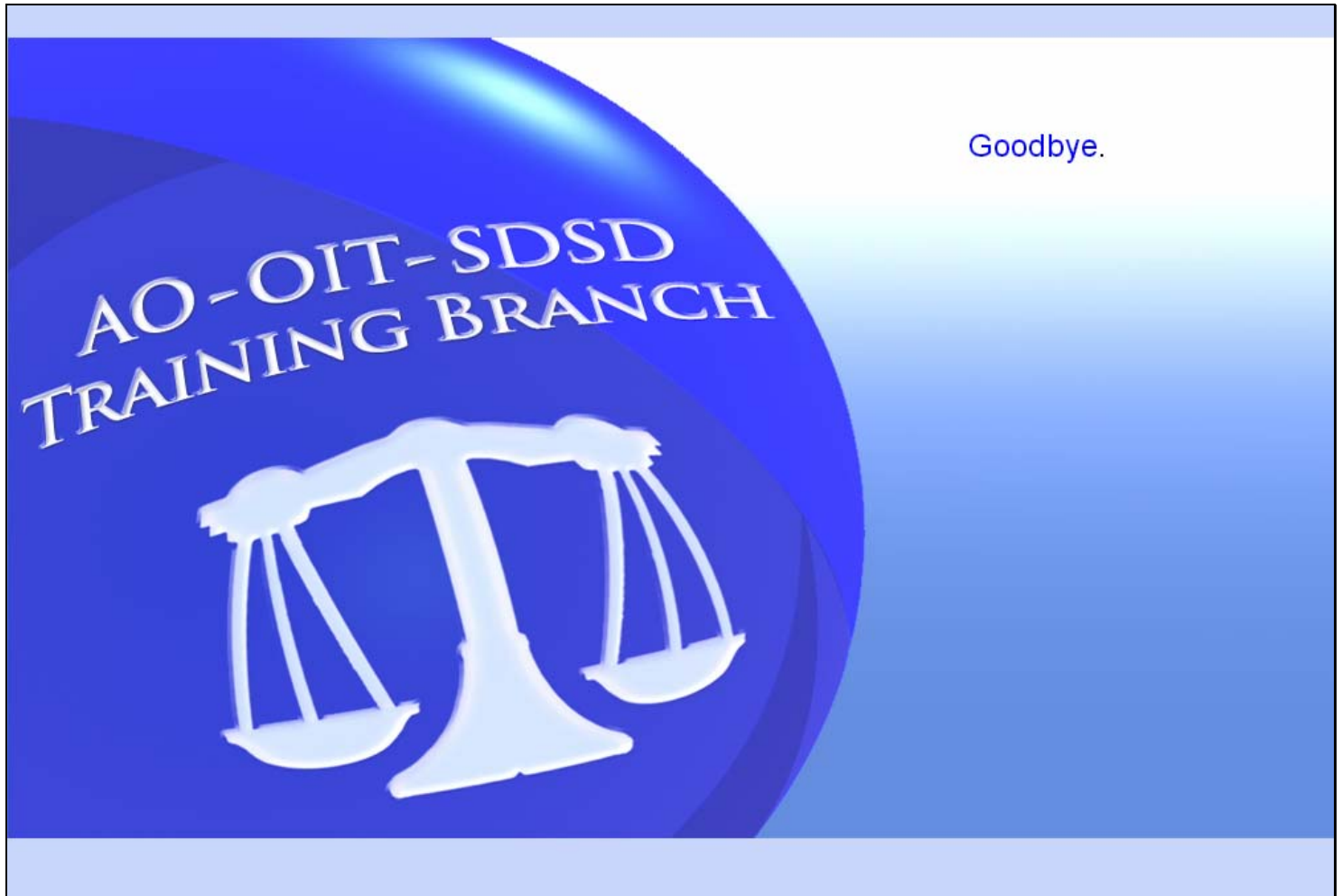
You may exit this lesson module by clicking its close button, or by selecting Exit the Lesson from the Menu. Or you may use the navigation controls to return to any desired section of this lesson.

Slide notes

This concludes this electronic learning module on creating cross-document hyperlinks in CM/ECF. You should now be able to do the things in this list.

You may exit this lesson module by clicking its close button, or by selecting Exit the Lesson from the Menu. Or you may use the navigation controls to return to any desired section of this lesson.

Slide 60 - Exit



Slide notes

Thanks for taking the lesson. Goodbye.